MANUAL

OF

CO-OPERATIVE SOCIETIES

IN

UTTAR PRADESH

VOLUME III

(Revised and Enlarged)

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PART VI

Forms of Accounts and Registers

I. FORMS FOR PRIMARY CREDIT SOCIETIES

Register of Members

We the undersigned, to do hereby declare that we shall be bound by the existing by-laws of————— Co-operative Society and by any modification of or addition to such by-laws that may be legally effected during the period of our membership.

Serial number	Date of election	Date of admission	Name of member, with caste and residence	Father's name	Signature or thumb-impression mark of the member	Nomination, if any				Cessation of membership				Remarks (Cross references as to cessation may be given)
						Name of nominee, with father's name and caste	Signature of the nominating member	Signatures with addresses of the witnesses attesting the nomination		Date of cessation	Cause of cessation	Reference to number of resolution	Date of meeting	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

NOTE—The form consists of three parts. Columns 1 to 6 relate to election and should be written at the time of admission. Columns 7 to 10 are to be filled when a nomination is made. Columns 11 to 15 are to be filled on cessation of membership.

Share Register

For societies in which the value of shares will be payable in 20 half-yearly instalments

Serial number of shares	Serial number of members in the register of members	Name of member	Amount brought forward			19—		19—		19—		19—		19—		19—		19—		19—		19—		19		Total amount realized	Share money returned	Date on which dividend is payable on shares	Remarks
			Paid up	Overdues																									
				Amount	Payment	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi	Kharif	Rabi				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

NOTES—(1) Columns 4 to 6 would remain blank for the first 10 years of the existence of a society, but shall be filled from old entries when accounts are transferred on new pages in the 11th year. In case of members who join after the start of the society a line shall be drawn over such of the columns 7 to 26 as represent the year prior to admission. Similarly on new pages started in the 11th year a line shall be drawn over the columns representing the years in which the member shall not have any share demand accruing against him.

(2) In case of changes in membership owing to death or transfer of share, the name of the outgoing member will be struck off and that of the new member shall be entered instead in red ink, and a reference to the resolution should be made in column 30.

Haisiyat Register

NAME————SON OF————CASTE————MEMBER OF————SOCIETY

Ledger no.———— *No. in member's register* ————

Date of entry	Detail of land in possession										Cattle					Trees			Goods of stock in shop	Detail of other property		Amount of own money of the member employed in business	Total value of whole property	Annual income		Previous debts					Number of earning members in family	Maximum credit fixed	Normal credit	Remarks
	Zamindari or rent free land (specify which)			Fixed rate or occupancy tenure (specify which)			Non-occupancy land		Shikmi																									
	Area	Rent or Land revenue	Value	Area	Rent	Value	Area	Rent	Area	Rent	Oxen	Buffaloes	Cows	Others	Total value	Kind	Number	Value		Kind	Value			Source of income	Amount	Date	Amount of principal payable	Rate of interest	Nature of debt	Name of money-lender				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

APPLICATION FOR LOANS OF MEMBERS OF————SOCIETY

Date of application————*Resolution no.*————*dated*————

Serial no.	Name of applicant	Names of sureties	Loan applied for		Credit of applicant		Amount already owned by the applicant	Amount overdue			Loan sanctioned		Instalments fixed						Remarks (reasons for allowing loans to members with overdues or above N. C. should be given)
			Object	Amount	Normal	Maximum		Shares	Interest	Principal	Object	Amount	Kharif 19— 19	Rabi 19— 19	Kharif 19— 19	Rabi 19— 19	Kharif 19— 19	Rabi 19— 19	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Form of acknowledgment of loan issued by a credit society

Under the powers conferred by rule 14 of the rules issued by the Uttar Pradesh Government with (Revenue Department, Miscellaneous) notification no. 2633/I—343, dated the 4th December 1919, the forms below are prescribed for use by Co-operative societies—

Form A is a pronote which is recommended for use in the case of loans taken by a primary society from a cetnral bank or by a subordinate central bank from a district bank. Being a negotiable instrument the central society can pledge it as a security in the event of its borrowing from another bank.

(Printed on page 44.)

Form B is a bond which can be used in the case of loans advanced by a district bank to a subordinate cerntral bank or to a primary society. This form should be used where a pro-note in Form A is not required.

(Printed on pages 44-45.)

Form C is a bond which will be used in the case of all loans issued by a society to its members. Ordinarily the borrower and two sureties should sign this bond. For each loan to each member there should be a separate bond. The borrower's name will come first among executants and then the names of two sureties. No distinction, however, is to be made between borrower and sureties in the bond itself. In the ledgers the loan will be entered in the account of the principal borrower, the names of the two sureties being entered in the remarks column. (This will enable the society to sue either the borrower or one or both the sureties or all as may be deemed advisable.) The other stipulations, mentioned in Form C have also to be entered in the bond in order to make them legally enforceable.

(Printed below.)

Witnesses are not absolutely necessary where Forms B and C are used, but if suitable persons are available the signatures of one or two witnesses may be obtained.

FORM C

Bond

Know all men by these presents that whereas we——

have obtained from the————————————————Society (registered under Act II of 1912) for*————————————a loan of Rupees————————(the receipt whereof we do hereby acknowledge) we do hereby agree and convenant to repay the said sum of money in accordance with the conditions set forth below viz—

*Here enter purpose.

(*a*) that we shall remain jointly and severally responsible for the entire amount and we shall pay the said sum with interest at the rate of ————————per cent per annum on or before————————————†(or by instalments of‡

Rupees ————————on ————————————

,, ————————on ————————————

,, ————————on ————————————

†Here enter date fixed for payment.

‡Here enter dates and amounts fixed for instalment repayments.

Rupees ——————————on——————————————

,, ——————————on——————————————

,, ——————————on——————————————

together with all the interest due on those dates at the rate of————per cent per annum ;

(*b*) that in the event of default in the payment of any istalment together with the interest due up to date, the said society shall be entitled to recover from us the entire amount due in one lump sum; but it may extend the time for the payment of the said instalment for such further period or periods and on such terms as it may think fit ;

(*c*) that in the event of default in the payment of any instalment, together with all the interest due up to date the said society shall also be entitled, from the date of such instalment, to charge interest at the enhanced rate of————————per cent per annum upon the amount then due ;

(*d*) that in the event of our failing to apply the sum borrowed to the purpose specified above, the said society shall be entitled to recall the entire sum advanced and recover the same from us, together with interest at——————————per cent per annum notwith standing anything to the contrary herein contained.

IN WITNESS whereof we have set our hands to these presents on the——————day of——————19 .

————————— } *Witnesses if any*
————————— }

————————— } *Executants.*
————————— }

Rokar Bahi

Name of Society—————————— Page no.

Date	Serial no.	Particulars (from whom received, to whom paid or detail of contingencies)	Amount received	Amount disbursed	Balance in hand	Reference to page of ledger	Remarks (with signatures of the treasurer and the member maintaining the rokar bahi)
1	2	3	4	5	6	7	8

Totalling Register

Receipts

Date	Serial number	Reference to page number of ledger	From whom received	Total receipts	Share payments	Interest received from members	Interest received from other sources	Loans repaid by members	Deposits received from members	Deposits received from non-members and societies	Loans from Central Bank.	Investments withdrawn	Price realized from the sale of goods	Other receipts from members	Other amounts received from or through Central Bank.	Miscellaneous receipts	Total including previous days' balance
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		18
			Brought forward														

Disbursements

Serial number	Reference to page number of ledger	To whom disbursed	Total disbursements	Shares repaid	Loans advanced to members	Deposits repaid to members	Deposits repaid to non-members and societies	Loans repaid to Central Bank	Interest paid on loans and deposits	Investments made	Stock purchased	Honorarium and contingencies	Other amounts paid to members	Other amounts paid to or through Central Bank.	Miscellaneous disbursements.	Balance in hand	Remarks
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
		Brought forward.															

Notes—(1) Column 5 = Total of columns 6 to 17.
(2) Column 22 = Total of columns 23 to 34.
(3) Column 18 = Total of columns 5 and 35 of previous date.

LEDGER

Name——————*son of*——————*caste*——————

Resident of——————

Rate of interest——————*per cent per annum*

Shares purchased

No.	Fasl	No.	Fasl	No.	Fasl

Date of transaction	Amount of loan advanced	Total amount received	Shares				Interest						Principal						Balance out-standing	
			Demand	Received	Balance due	Share capital held	Demand		Received		Balance due		Demand		Received		Balance due			
1	2	3	4	5	6	6-A	7		8		9		10		11		12		13	
							Rs.	n.P	Rs.	n.P	Rs.	n.P	Rs.	n.	Rs.	n.P	Rs.	n.P	Rs.	n.P

Account——————

Page——————

Year 19 -19 . *Maximum credit Rs.*—————— *Normal credit Rs.*——————

Year 19 -19 . *Maximum credit Rs.*—————— *Normal credit Rs.*——————

Year 19 -19 . *Maximum credit Rs.*—————— *Normal credit Rs.*——————

Deposits						Other accounts									Object of loan	Instalment fixed						Remarks
Received		Repaid		Balance		Receipts				Payments				On what account		Kharif, 19 - 19. .	Rabi, 19 - 19 .	Kharif, 19 - 19 .	Rabi, 19 . 19 .	Kharif, 19 . 19 .	Rabi, 19 . 19 :	
						Due from member		Received		Due to member		Paid										
14		15		16		17		18		19		20		21	22	23	24	25	26	27	28	29
Rs.	n.P	Rs.	n.P	Rs.	n.P	Rs.	n.P	Rs.	n.P	Rs.	n.P	Rs.	n.P									

Instructions for filling up the ledgers of members.

Introductory.

The loan ledger of members shows the details accounts of each individual member ; in addition to the account of the loan and it interest, it contains for the sake of facility the account of their shares their current or savings deposits and the miscellaneous amounts due to or from them. The ledger also contains the accounts of other lending by the soceity, but these are usually very few and are entered at the end. Each member is assigned three or four consecutive pages and it is better to enter the names of members alphabetically.

Entries at the top of the page.

The majority of the enteries at the top of each page do not require much expalanation. The dates on which the various shares were sold to the member and the number so sold can easily be entered. The figures of maximum and normal credits should be filled in as soon as they are fixed by the society for the year ; till new figures are fixed the old ones will have to be regarded as operative. It must not be forgotten that the maximum and normal credits are two separate and distinct things.

Columns 1—3

Column 1 of the ledger shows the date of the transaction and must be filled in whenever any transaction takes place and any entry is made in the body of the ledger ; and in particular it must always be filled in on the 1st October, 1st April and 30th June. It would be convenient if these three entries are made in red. Column 2 would show the amount of loan advanced while column 3 shows total amount of money received by the society ; the distinction between these two columns must be carefully borne in mind. An amount paid by the society as divident or a repayment of deposit would not be included in column 2, but an amount recieved by the soceity as deposit or in any miscellaneous account would be included in column 3. In short column 3 shows all receipt but column 2 does not show all payments; it only shows payments by way of loans advanced.

Demands.

The various columns of the demand (viz. columns 4,7,10,and 17) and the debt (19) would be filled in whenever the demand or debt arrises(1) Whenever miscellaneous demands or debts are entered in columns 17 and 19 respectively, their nature will be entered in column 21.

(2) The share demand can be worked out from the entries at the top of the page and shown in column 4. Usually this demand arises twice a year on the 1st October and 1st April. Again whenever, a new share is sold, a fresh demand arises and the date of sale should be entered in column 1 and the demand in column 4. Whenever there is an entry in column 4 the balance shown in column 6 must be enhanced accordingly.

(3) The interest which the soceity has to receive is calculated six-monthly on the 1st October and 1st April; these date should be entered in column 1, the amount so worked out in column 7, and the balance in column 9 enhanced accordingly. If, however, a member wishes to pay off his account in full and to sever his connectin from the society, a fresh demand of up to date interest will have to be entered on that day; if however the member intends to continue his transactions with the society, the interest will be worked out and entered as usual on the 1st October and 1st April.

(4) The demand of principal to be entered in column 10 is availalbe from the instalment columns 23 to 28. A member is expected to make repayments throughout the year, whenever he can; but for th sake of convienence, in the case of members of agricultural societies, demands are made from them at the kharif and rabi harvests. Any portion of loan which becomes repayable by a member from the kharif produce should be shown by the society as a demand from the member on the 1st October and similarly the amount repayable from the rabi produce has to be entered as a demad on the 1st April. Thus on these two dates, the date would be entered in column 1 and the demand in column 10 the figure of the balance in column 12 being enhanced accordingly. An exceptional cases howevers arises when a short term loan is advaned after the date of preparation of the demand and is repayable by the member from the same harest ; in such cases the demand will have to be entered at the same time as the advance is made. It may be noted that even when a member wishes to repay something in advance, fresh demand will not be shown in principal (amounts received is principal will appear as advance collections). When, however, a member either wants to clear his account or is removed all the future instalments should be shown as fresh demand on the date of request or removal as the case may be so that columns 12 and 13 will become the same.

(5) It will be seen that ordinarily all the demands arise on the 1st October and 1st April, hence the columns for the demands would usually remain blank except on these two dates. There might, however occasionally be entries in them on other dates as well.

Collections.

When any amount is received from a society, the date of receipt must be entered in column 1, and the total amount received in column 3. The details should at the same time be entered in columns 18, 5, 8, 11 and 14 the total of the entries in these columns equalling the amount shown in column 3. Recoveries will ordinarily be credited in the following order :

(1) To the miscellaneous account in column 18, to the extent of the demand shown in column 17 which is still unsatisfied , the nature of the receipt should be at the same time be entered in column 21.

(2) To the share account in column 5, to the extent of the balance shown in column 6, fresh balances being struck in columns 6 and 6-A at the same time.

(3) To the interest account in columns 8 to the extent of the balance shown in column 9, a fresh balance being sturck in column 9 also. It must be particularly noted that in this way the interest is realized not up to the date of the collection as in the old days but only to the date of the demand.

(4) To the principal account in column 11, to the extent of the loan outstanding shown in column 13, fresh balances being struck both in columns 12 and 13. If the amount entered in column 11 exceeds the previous balance shown in column 12, the latter will become a minus quanity and should be so shown.

(5) To the deposit account in column 14, a fresh balance being struck at the same time in column 16.

It may be noted that if by mistake a large amount is taken in column 5 or column 8 than is warranted by the previous entries in columns 6 and 9 respectively, the fresh entries in the latter columns would automatically become minus quantities. If a little care is taken this, however, would never happen.

Payment. Payments made by the soceity to a member may be considered under three heads:

(1) When a miscellaneous amount is paid, such as dividend, entries would be made in columns 1 and 20 and the nature of the payment entered in column 21. The payment would of course be to the extent of the debt shown in column 19 and not more than that amount. There would be no entry in column 2.

(2) When a deposit is returned by the soceity, the date should be entered in column 1, the amount in column 15 (not in column 2) and the balance struck in column 16.

(3) Before a loan application is put up for sanction, the entry in column 13 should *always* be seen and brought to notice so that the amount of the loan sanctioned may not be in excess of the credit of the member. When a loan is advanced the date must be entered in column 1, the amount in column 2, and the outstanding in column 13 enhanced; at the same time the object of the loan must be entered in column 22 and the instalments in the appropriate columns from 23 to 28. No hard and fast line can be drawn as to what should constitute a kharif demand and what a rabi one. Amounts to be repaid by a member from crops such as cotton, rice and sugarcane, etc., would naturally constitute the kharif instalment, while those repayable by him from wheat, gram, etc., would come under rabi. When in doubt it is preferable to fix the instalment for the earlier rather than the later harvest. It must be borne in mind in this connection that though kharif 1935-36 means October 1935, rabi 1935-36 refers to April, 1936 and not to April, 1935.

Postponement. A postponement of instalment can only be given before the date of the demand. When it is given, the date must be entered in column 1 and the fact noted in the remarks column; the amount postponed should be entered with a minus sign in the column in question showing the instalment, and the fresh instalments fixed should be entered with plus signs in the appropriate columns of the harvests when they will fall due.

Balances. It must be particularly borne in mind that whenever any transaction, takes place, whether it be the entry of a demand or of an amount received or of any payment or even a postponement, the date must be entered in column 1 and all the columns of the balances (viz., 6, 9, 12 and 16) and the loans outstanding (13) must invariably be filled in. For instance when a loan is advanced, there will not only be entries in columns 1, 2 and 13 but the previous entries in columns 6, 9, 12 and 16 must be repeated.

Calculation of interest.

The interest is calculated on the loan outstanding shown in column 13 taken to the nearest rupee, i.e,.a sum of less than 8 annas being ignored and of 8 annas or over being taken as a full rupee. The number of days for which a particular amount has been outstanding would be available from column 1 by calculating the differences between the date on which that entry was made and the date of the next subsequent transaction. For calculating this period every month must be regarded as being of 30 days, so that 6 months mean 180 days and 3 months 90 days; care should be taken to see that interest is calculated on the basis of 360 days a year. Ordinarily for calculating the period, the date of advancement of the loan may be excluded but that of the repayment included. The calculation of interest should be made on a separate piece of paper and be entered in column 7 after careful check.

For the purposes of the annual returns it is necessary to know the interest earned but not due on the 30th June. This can be worked out in the same way on the 1st July, but the figure of interest so calculated would not be entered in column 7 but in column 29. This figure would be of some help in making the calculation of interest on the 1st October for then it will only be necessary to work out the interest earned from 1st July to the 30th September and add that to the entry in column 29 for making the entry of the 1st October in column 7.

Demand list of————Society for $\frac{\text{Kharif}}{\text{Rabi}}$ 19 -19 .

Serial no.	Name of members with parentage and castes	Total dues (Total of cols. 6, 9 and 12 of ledger)	Amount realized			Remarks
			1st time	2nd time	3rd time	
1	2	3	4	5	6	7

Pass Books of Members

Accounts between ——————*Society and*——————*Member*——————*Caste*

Date	Amouut received from member (receipts)	Amount paid to member (loans, etc.)	Signature of sarpanch or other panch receiviug money	Loans outstanding, against member	Interest due from member	Share instalment due from member	Amaunt at credit of member		Signature of Secretary	Remarks
							in shares	In deposit		
1	2	3	4	5	6	7	8	9	10	11

II—FORMS FOR CENTRAL BANKS

Form of application for membership

To

THE MANAGING DIRECTOR,

——————DISTRICT/CENTRAL CO-OPERATIVE BANK LTD.

DEAR SIR,

I / We on behalf of Co-operative Society hereby apply to become a member of the above bank, and request that you will allot to me / our Society Preference / Ordinary shares of Rs.——each in the terms of the by-laws of the bank. I am / Our society is prepared to purchase the number of shares applied for, or any less number that may be allotted to me / our Society and I / we authorise you to place may / our Society's name on the register of share-holders in case my / our application is granted

Name (in full)——————————

Age——————————

Father's name——————————

Address (in full)——————————

Profession or business——————————

Signature——————————

Date——————————

ALLOTMENT NOTICE

THE——————DISTRICT/CENTRAL CO-OPERATIVE BANK LTD.

Dated——————

To——————————

——————————

SIR,

IN pursuance of your application dated——————the Directors have elected you / your Society as a member of the——————District/Central Co-operative Bank, Limited, and allotted to you / your Society Preference / Ordinary share Rs.———each on the terms of the by-laws of this bank, I shall be obliged by your paying the sum of Rs.———being——per share due on allotment on or before———195 .

The form of your declaration accepting membership, hereto attached should be returned after signature.

Yours faithfully,

———

Managing Director.

Declaration Form

$\frac{\text{I, the undersigned}}{\text{We the undersigned on behalf of———society}}$ having applied for admission as a member of—————District/Central Co-operative Bank Limited and for shares in the Bank, do hereby declrae that $\frac{\text{I}}{\text{our society}}$ have duly received the share allotment letter no.———and do hereby also declare that $\frac{\text{I}}{\text{our society}}$ shall be bound by the existing by-laws of the———District/Central Co-operative Bank Limited and by any modifications of, or addition to, such by-laws that may be legally effected during the period of my membership.

Signature—————————

Residence—————————

Date—————————

To

THE MANAGING DIRECTOR,

————DISTRICT/CENTRAL CO-OPERATIVE BANK LTD.

Call notice t c holders of preference shares

THE DISTRICT/CENTRAL CO-OPERATIVE BANK LIMITED.

Dated—————————

DEAR SIR,

I BEG to give you notice that the call of Rs. / per share has been made by the Board of Directors in accordance with the by-laws of the bank on Preference shares held by you in this bank. The call amounts to Rs. only, which please remit to the bank on or before—————————(date).

Yours faithfully,

Managing Director.

To—————————

Register of Application for and Allotment of Preference Shares

Serial no.	Date of application	Name of applicant	Address	Number of shares applied for	Shares allotted										Remarks
					Number of shares										
					From number	To number	Total number	Number and date of allotment notice	Reference to resolution	Amount due on allotment	When due	Date of acknowledgement of allotment notice	Date of realization of allotment money	Reference to share ledger page	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

CALL LIST

Call of Rs.———per preference share due on————

Serial no.	Reference to page number of share register	Name of share-holders	Address	Number of shares held	Amount due	Number and date of call notice	Realization		Interest realized if any		Remarks
							Date	Amount	Number of days	Amount	
1	2	3	4	5	6	7	8	9	10	11	12

Share Register for Preference Shares

Nominal value of a share——— *Paid up value*——— *Payment to be made by calls*

Date of issue	Progressive distinctive number of shares issued by the bank	Date	Shares held or acquired				Allotment money			First call			Second call			Third call			Fourth call			Total amount realized (when the paid up value has been realized)	Transfer						Remarks
			Distinctive number of shares	Name of member	Total number of shares held	Share certificate number	Date of realization	Amount realized	Overdue or balance	Date of realization	Amount realized	Overdue or balance	Date of realization	Amount realized	Overdue or balance	Date of realization	Amount realized	Overdue or balance	Date of realization	Amount realized	Over due or balance		Date	To whom transferred	Reference to page in this register	Particulars of transfer	Distinctive number of shares	Amount	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Index Register of Shares

[To be maintained separately for preference and ordinary shares]

Number of share	Name of share-holder— preference or ordinary	Page in register of shares	Remarks

Dividend list of preference shareholders for the year——————

Date of declaration of dividend——————————
Rate of dividend declared——————————

Name of share-holder	Share capital on which divinded payable	Arrears to be paid at beginning of year	Debt of the year	During the year			Arrears to be paid at close of year	Remarks
				Date	Amount paid	Recovered from excess payments, if any		
1	2	3	4	5	6	7	8	9

Instructions for filling up the dividend list of preference share-holders

1. As the number of preference shares held does not change appreciably from year to year, the dividend list can be used for several successive years.

2. The list may be prepared in the form enclosed ; the name of the share-holder, i.e., column 1 can be entered on a flap pasted to the first page of the register. The remaining columns would be in the body of the register, a separate page being used for each year. In this way it will not be necessary to copy out year after year the names of all the share-holders. After every 10 pages, a flap containing the names would have to be inserted if the register is to last for 10 years.

3. The year of the list will be entered at the top of the page, and the date of declaration of dividend by the bank and its rate will also be entered there.

4. The amount of the shares held by the bank on which the dividend is payable by it under its by-laws is to be entered in column 2.

5. The amount which has to be shown as being in arrears at the beginning of the year is the same as what was in arrears at the close of the previous year.

6. The debt of the year is the amount of dividend which became payable to the share-holder, at the sanctioned rate on the value of the shares as shown in column 2.

7. The date of actually making payment will be entered in column 5.

8. If by mistake a larger sum is paid to a share-holder than what ought to have been paid to him, and such excess is taken back from him, the date of such recovery will be entered in column 5 and the amount recovered in column 7. Usually this column remains blank.

9. If excess has been paid and has not been recovered or taken back, such excess will be shown in column 8 with a *minus* sign.

Counterfoil book of share certificates

1. Serial no. ____________
2. No. of share ____________
3. Name of share-holder ____________
4. Father's name ____________
5. Residence ____________

Dated ____________

____
Managing Director.

____
Director.

The ____________ District/Central Co-operative Bank, Limited.

REGISTERED UNDER ACT II OF 1912

Serial no. ____________

THIS IS TO CERTIFY THAT ____________ of ____________ is the registered holder, subject to the provisions of the rules and by-laws of the bank of ____________ Preference/Ordinary share of Rs.100 each in the ____________ District/Central Co-operative Bank, Limited, upon which payments have been made as per endorsements noted below.

Transfers without the consent of the Bank will not be recognized.

Seal of the Bank.

Dated ____________

____
Managing Director,

____
Director.

TABLE OF PAYMENTS

Number of call or instalment	Date of payments	Amount received	Sinature of Managing Director tor after each payment

Number of call or instalment	Date of payment	Amount received	Signature of Managing Director after each payment

NOTE—Separate books should be used for ordinary and preference shares.

Share Register for Ordinary Shares

Nomial value of a share Rs.———. *Payment to be made by*——— $\frac{yearly}{half\ yearly}$ *instalments*

Date of issue	Progressive distinctive number of shares issued by the bank	Shares held or acquired					Transfer						Remarks
		Date	Distinctive number of shares	Name of member	Total number of shares held	Share cerfticate number	Date	To whom transfered	Reference to page in this register	Particulars of transfer	Distinctive number of shares	Amount	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note—The account of Instalments is noted in the ledger of societies.

Cash-book

RECEIPTS

Date	Serial no.	Reference to page number of ledger Reconcerned	From whom received	Total money received	Share receipts	Borrowings taken from				Lendings recovered from			Investments withdrawn		Interest received	Sale of stock	Other items received				Total including previousdaiy's balance
						Individuals	Central societies	Primary societies	Government	Individual members	Central societies	Primary societies	Fixed	Temporary			By forfeiture	By transfer in funds		Otherwise	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

DISBURSEMENTS

Serial no.	Reference to page number of ledger concerned	To whom disbursed	Total money disbursed	Shares repaid	Borrowings repaid to				Lendings advanced to		Investments made		Interest paid	Dividend and bonus paid	Pruchase of stock	Costs of management	Other items paid				Cash in hand	Temporary investments in hand	Remarks
					Individuals	Central societies	Primary societies	Government	Central societies	Primary societies	Fixed	Temporary					By writing off	By transfer to funds		Otherwise			
23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46

Instructions for filling up the cash-book

1. It will be noticed that separate columns have not been pr vided for the provident fund account, as the provident fund is in t nature of a borrowing. The provident fund contributions rec ved from employees would be entered in column 7; the cont bution made by the bank itself would be shown first as disbursed costs of management in columns 39 and as received in the prov dent fund incolumn (7). When any amount is repaid from the prov dent fund or a loan given from it, the entry would be in column 28. a loan is recovered, the amount recovered will be entered in column

2. Columns 34 and 14 show the fixed investments made a withdrawn, these may be in Government securities, or in shares in fixed deposits in other banks or in land, buildings, etc.

3. The temporary investments referred to in columns 15 a 35 are the amounts placed by the Bank in current or savings accou with joint stock banks or in the post office. The correct use of the columns must be clearly understood. If any money is received the bank and then sent to the post office, entries would ususally made correctly, viz. in the appropriate column on the receipts si and in column 35 on the disbursement side; but it is sometimes f gotten that an exactly similar entry must be made if money is pa in direct in the post office in the bank's account. Similarly, if mon is withdrawn from this account and then paid, there would be e tries in column 15 and in the appropriate column on the disbur ment side; and the same entries would be made even if the money do not come first to the bank but is disbursed direct from this accou

4. " Other items " have been sub-divided into three to sh amounts written off and transfers separately from the rest. Colu 40 shows the amount written off; corresponding to that on receipts side is column 18 which shows amounts received by for ture. Columns 19 and 41 need a little explanation. When any p tion of the profits of a bank are placed by it in a special fund t amount must be entered in column 41 as paid to the fund and at same time it will be shwon in column 19 as received in the fund. again if any amount is transferred from one fund of a bank to anot fund of the bank, there would be entries both in column 41 and column 19. All " other items " of receipts or disbursements which not come under the other two sub-heads would go to columns 21 43, respectively.

5. Column 44 shows the cash in hand with treasurer and colu 45 shows the temporary investments in hand (i. e. in curr or savings account in the post office or in joint stock banks, e Just as the entry in column 44 is the previous entry plus colum minus column 26, so the entry in column 45 is the previous day's e plus column 35 minus column 15.

6. The best method of showing the totals of the various colu is to have progressive monthly totals for each month. At the en each month, the grand progressive total from the beginning of the should be worked out and stated. Thus at the end of July the mon progressive total is known; at the end of August, the grand progre total will be the monthly progressive total of July, plus that of Au

and the same should be worked out and mentioned. At the end of September the grand progressive total for August will be added to the monthly progressive total for September and that will give the grand progressive total for September ; and so on.

Treasurer's Pass Book

Serial no.	Date	Particulars	Amount deposited		Amount withdrawn		Balance in hand		Signature of the Accountant	Signature of the Treasurer	Remarks
1	2	3	4		5		6		7	8	9
			Rs.	n. P.	Rs.	n. P.	Rs.	n. P.			

Ledger of Fixed Deposits

Name of depositor————————————— member / non-member

Address of depositor———————————

Specimen signature of person

entitled to operate the account———————————

Date of receipt of deposit	Amount of deposit receipt	Deposit how received	Serial number of F. D. certificate issued	Rate of interest	Term of repayment	Date of receipt of notice of withdrawal	Date on which deposit becomes repayable	Date of renewal or repayment of deposit	Amount repaid	Total deposits held	Remarks
1	2	2	4	5	6	7	8	9	10	11	12

NOTE—It is desirable to maintain a file of correspondence of each depositor separately.

Register of Interest on Fixed/Current/Saving Deposits

For the half year from the 1st————*to the 31st/30th*———— 195 .

Date up to which interest calculated	Reference to ledger	Name of depositor	Arrears (or excess) brought forward from previous list	Calculation of interest				Payment		Recovered in cash from excess payment, if any	Remarks
				Amount of deposit held	Rate of interest payable thereon	Period for which interest is to be calculated	Amount of interest which becomes payable	Date	Amount paid		
1	2	3	4	5	6	7	8	9	10	11	12

Instructions for filling up Accounts of fixed deposits (ledger or fixed deposits and register of interest on fixed deposits)

1. The account of the interest on fixed deposits is maintained at present partly in the fixed deposit ledger and partly in the half-yearly list. This involves unnecessary duplication of work, it is now suggested that two distinct registers should be maintained in the form annexed.

2. The form suggested for the ledger of fixed deposits is practically the same as that now in use, with the columns which relate to interest removed therefrom. Column 4, however, is additional and is designed to show whether the deposit has been received in cash or by renewal. If there has been a break at the time of renewal, the period of such break should also be mentioned and if interest is paid at the time of renewal that fact must also be stated.

3. The register for the interest on fixed deposits is a combination of the interest columns of the existing ledger and the list of half-yearly interest, together with a few additonal details for helping to work out correctly the interest calculations, which are at present often wrong.

4. A separate account will be started on the 1st July and 1st January in each year for the interest that becomes payable during that half year. The period of the half year covered by each account will be mentioned at the top of the page, i.e., it will be stated there whether the account relates to the half year from the 1st July to 31st December or that from 1st January to 30th June.

5. In each half year there will be two sets of entries (1) those made on the 1st July or 1st January as explained in paragraph 6 and (2) those made subsequently during the half year from time to time as occasion arises as mentioned in paragrah 7.

6. On the first date of each half year, entries have to be made about the interest on all deposits held by the bank on that date. Such deposits can be easily distinguished, for in all of them column 10 of the ledger will be blank. Accordingly, the date in question, i.e., the 1st July, or 1st January, as the case may be, should be entered in column 1 of the register and entries should be made in columns 2, 3, 5, 6 and 7 about them (i.e. about all deposits for which column 10 of the ledger is blank on that date) and the figure for the interest should be worked out therefrom and entered in column 8.

7. Subsequently during the half year if a deposit is repaid in cash or is renewed but the depositor specially ask to receive his interest up to the date of maturity, the date of maturity must be entered in column 1 of the register ; the entries in colums 2, 3, 5, 6 and 7 can be made from the ledger and the figure for column 8 would be worked out accordingly.

8. The entries in columns 5, 6 and 7 are only intended to help in working out the entries required for column 8. In the cases referred to in paragraph 7 the period to be shown in column 7 is that from the beginning of the half year to the date of maturity. But in the cases mentioned in paragraph 6, the deposit ledger has to be examined with care. If column 1 of the ledger shows that the deposit was not received during the half year in question, (i.e., that it had been received before

(3) The interest which the bank has to receive is calculated six-monthly on the 1st October and 1st April ; these dates should be entered in column 1, the amount so worked out in column 7 and the balance in column 9 enhanced accordingly. If, however, a society wishes to pay off its account in full and to sever its connexion with the bank, a fresh demand of up to date interest will have to be entered on that day; if, however, the society intends to continue its transactions with the bank; the interest will be worked out and entered as usual on the 1st October and 1st April.

(4) The demand of principal to be entered in column 10 is available from the instalment columns 26 to 33. A society is expected to make repayments throughout the year, whenever it can ; but for the sake of convenience, in the case of agricultural societies, demands are made from them at the *kharif* and *rabi* harvests. Any portion of a loan which becomes repayable by a society from the *kharif* produced should be shown by the bank as a demand from the society on the 1st October and similarly the amount repayable from the *rabi* produce has to be entered as a demand on the 1st April. Thus on these two dates, the date would be entered in column 1, and the demand in column 10, the figure of the balance in column 12 being enhanced accordingly. An exceptional case, however, arises when a short term loan is advanced after the date of preparation of the demand and is repayable by the society from the same harvest ; in such cases, the demand will have to be entered at the same time as the advance is made. It may be noted that even when a society wishes to repay something in advance a fresh demand will not be shown in principal; (amounts received in principal will appear as advance collections). When, however, a society either wants to clear its account or is liquidated all the future instalments should be shown as fresh demand on the date of receipt of the liquidation order so that columns 12 and 13 will become the same.

(5) It will be seen that ordinarily all the demands arise on the 1st October and 1st April; hence the columns for the demands would usually remain blank except on these two dates. There might, however, occasionally be entries in them on other dates as well.

Collections—When any amount is received from a society the date of receipt must be entered in column 1, and the total amount received in column 3. The details should at the same time be entered in columns 21, 5, 8, 11 and 17, the total of the entries in these columns equalling the amount shown in column 3. Recoveries will ordinarily be credited in the following order :

(i) To the miscellaneous account in column 21, to the extent of the demand shown in column 20 which is still unsatisfied, the nature of the receipt should at the same time be entered in column 24.

(ii) To the share account in column 5 to the extent of the balance shown in column 6, fresh balances being struck in columns 6 and 6-A at the same time.

(iii) To the interest account in column 8, to the extent of the balance shown in column 9, a fresh balance being struck in column 9 also. It must be particularly noted that in this way the interest is realized not up to the date of the collection as in the old days but only to the date of the demand.

(iv) To the principal account in column 11, to the extent of the loan outstanding shown in column 13, fresh balances being struck both in columns 12 and 13. If the amount entered in column 11 exceeds the previous balance shown in column 12 the latter will become a minus quantity and should be so shown.

(v) To the deposit account in column 18, a fresh balance being struck at the same time in column 19.

It may be noted that if by mistake a large amount is taken in column 5 or column 8 than is warranted by the previous entries in columns 6 and 9, respectively the fresh entries in the latter columns would automatically become minus quantities. If a little care is taken this, however, would never happen.

Payments—Payments made by the bank to a society may be considered under three heads:

(i) When a miscellaneous amount is paid, such as dividend, entries would be made in columns 1 and 23 and the nature of the payment entered in column 24. The payment would of course be to the extent of the debt shown in column 22 and not more than that amount. There would be no entry in column 2.

(ii) When a deposit is returned by the bank, the date should be entered in column 1, the amount in column 18 (not in column 2) and the balance struck in column 19.

(iii) Before a loan application is put up for sanction, the entry in column 19 should always be seen and brought to notice, so that the amount of the loan sanctioned may not be in excess of the needs of the society. When a loan is advanced the date must be entered in column 1, the amount in column 2, and the outstanding in column 13 enhanced ; at the same time the object of the loan must be entered in column 25 and the instalments in the appropriate columns from 26 to 33. No hard and fast line can be drawn as to what should constitute a *kharif* demand and what a *rabi* one. Amounts to be repaid by a society from crops such as cotton, rice, sugarcane, etc. would naturally constitute the *kharif* instalment, while those repayable by it from wheat, gram, etc. would come under *rabi*. When in doubt it is preferabley to fix the instalment for the earlier rather than the latter harvest. It must be borne in mind in this connexion that though *kharif* 1935-36 means October, 1935, *rabi* 1935-36 refers to April, 1936 and not to April, 1935.

Postponements—A postponement of instalment can only be given before the date of the demand. When it is given, the date must be entered in column 1 and the fact noted in the remarks column, the amount postponed should be entered with a minus sign in the column

in question showing the instalment, and the fresh inestalment fixed should be entered with plus signs in the appropriate columns of the harvests when they will fall due.

Balances—It must be particularly borne in mind that whenever any transaction takes place, whether it be the entry of a demand or of an amount received or of any payments or even a postponement, the date must be entered in column 1 and all the columns of the balances (viz. 6, 9, 12 and 19) as well as those of shares held (6-A) and the loans outstanding (13) must invariably be filled in. For instance, when a loan is advanced, there will not only be entries in columns 1, 2 and 13, but the previous entries in columns 6, 6-A, 9, 12 and 19 must be repeated.

Calculation of interest.—Columns 14 and 15 are meant to help in the calculation of the demand of interest. The interest is calculated on the loan outstanding shown in column 13, taken to the nearest rupee i.e. a sum of less than 8 annas being ignored and of 8 annas or over being taken as full rupee. Column 14 shows the number of days, for which a particular amount has been outstanding, and would be available from column 1 by calculating the difference between the date on which that entry was made and the date of the next subsequent transaction. For calculating this period every month must be regarded as being of 30 days so that 6 months mean 180 days and 3 months 90 days; care should be taken to see that the totals of the days shown in column 14 add up to these figures and do not exceed them. Ordinarily for calculating the period the date of advancement of the loan may be excluded but that of the re-payment included. The period having been noted in column 14, the product of columns 13 and 14 should be entered in column 15 as the number of units. These units should be totalled on the 1st October and 1st April, the total being entered in red ink and the interest worked out therefrom, calculated to the nearest anna (six pies or more being treated as full anna and lesser amounts being ignored) and entered in column 7. If, as is usual, the rate of interest charged is 12 per cent. the interest per rupee per day $\frac{12}{100} \times \frac{1}{360} = \frac{1}{3000}$th of a rupee; hence the number of units divided by 3,000 will give the amount of the interest in rupees for the period.

For the purposes of the annual returns, it is necessary to know the interest earned but not due on the 30th June. This can be worked out in the same way on the 1st July but the figure of interest so calculated would not be entered in column 7, but in column 16. This figure would be of some help in making the calculation of interest on the 1st October, for it will only be necessary to work out then the interest earned from 1st July to the 30th September and add that to the entry in column 16 for making the entry of the 1st October in column 7.

Pass book account between——————Central Bank and——————Society

Date of transaction	Amount of loan advanced	Total amount received	Shares			Interest			Principal			Balance Outstanding	Deposits			Other accounts					Remarks.
																Receipts		Payments			
			Demand	Received	Balance	Demand	Received	Balance	Demand	Received	Balance		Received	Repaid	Balance	Due from member	Received	Due to member	Paid	On what account	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Demand and Debt Register of Secieties for the year 19 -19 .

Dividend Account

Rate of Dividend declared——————

Name of Society	Mark L if liquidated	Share capital on which dividend payable	In arrears (to be paid) at beginning of year	Debt of the year	During the year		In arrears (to be paid) at close of year	Remarks
					Paid	Recovered from excess payment (if any)		

Other amounts payable

In arrears (to be paid) at beginning of year	Debt of the year	During the year		In arrears (to be paid) at close of year	Remarks
		Paid	Recovered from excess payment, if any		

Secretary Pay Fund

Rate of levy :

Interest earned	Overdue (to be received) at beginning of year	Demand of the year	During the year		Overdue (to be received) at close of year
			Collected	Repaid from excess collections, if any	

Supervision Fees

Rate of levy :

Overdue (to be received) at beginning of year	Demand of the year	during the year		Overdue (to be received) at close of year	Remarks
		Collected	Repaid from excess collections, if any		

Audit Fees

Working Capital	Owned Capital	Overdue at beginning of year	Demand of the year	During the year		Overdue at close of year
				Collected	Repaid from excess collections, if any	

Forms

Overdue-(to be received) at beginning of year	Demand of the year	During the year		Overdue (to be received) at close of year	Remarks
		Collected	Repaid from excess collections, if any		

Journal Subscription

Overdue (to be received) at beginning of year	Demand of the year	During the year		Overdue (to be received) at close of year	Remarks
		Collected	Repaid from excess collections, if any		

M. O. Commission

Overdue (to be received) at beginning of year	Demand of the year	During the year		Overdue (to be received) at close of year	Remarks
		Collected	Repaid from excess collections, if any		

Other Amounts Receivable

Overdue (to be received) at beginning of year	Demand of the year	During the year		Overdue (to be received) at close of year	Remarks
		Collected	Repaid from excess collections, if any		

Half-Yearly Demands

Shares		Interest		Principal	
First half-year	Second half-year	First half-year	Second half-year	First half-year	Second half-year

NOTE—One page may be given to each of the accounts mentioned on pages 52 to 56 and the register shall be so printed that the name of society shall be printed on "Dividend Account" and be used in all accounts. This will be possibly the breadth of page 2 onwards is less than of page 1.

Instructions for preparing the demand and debt register of Societies

1. This register is primarily a working statement for the miscellaneous accounts of societies and is in addition used to work out correctly their demands and debts and total up the same.

2. A new register will have to be started every year containing the names of all the societies, and showing whether they are working or liquidated. The names should be entered preferably in the same order as they occur in the ledger of societies.

3. One set or series of pages can be used for about 25 to 30 societies, i.e. for one supervisor's circle.

4. In each series one page will be assigned to each of the following accounts—(i) Dividend on shares, (ii) Other items payable to societies, (iii) Secretary Pay Fund, (iv) Supervision fees, (v) Audit fees, (vi) levies for forms, (vii) Journal subscriptions, (viii) Money Order commission, (ix) Other items receivable from societies and (x) Half-yearly demand of shares, interest and principal.

5. The figures for shares held or interest earned or working and owned capital will be taken from the annual returns of the societies themselves.

6. The arrear or overdue amount will be entered in the column provided for the purpose from the register of the previous year.

7. In cases in which the demand or debt arises only once a year, the figures will be worked out n accordance with the basis fixed for the calculation and entered in the appropriate column in this register. A corresponding entry will also be made in the ledger of societies. These columns of demand or debt will then be totalled and these totals entered in the general ledger of miscellaneous accounts under the head concerned.

8. In cases in which the demand or debt keeps on arising at odd times, such as *money order commission*, the only entries that would be made at the time are those *in the register of miscellaneous accounts and the ledger of societies.* Entries about them will not be made in this register till after the close of the year.

9. The total of the half-yearly demands of shares, interest and principal are required for the monthly returns and space has been provided in this register for working out these totals, instead of doing so on scraps of paper as at present.

10. When any money is collected or paid, the only entries that will be made at the time will be those in the cash book and in the ledger of societies. Entries about collections and payments will not be made in this register till after the close of the year.

11. When the entries referred to in paragraphs 8 and 10 above are made in this register from the ledger of societies, after the close of the year, the balances in arrears or overdue will be struck in it.

12. Thereafter the figures in the various columns will all be totalled and the register will thus serve the purpose of a working statement for the miscellaneous debts to and demands from societies.

13. As in other working statements the figures for balances overdue or in arrears at the close of the year must agree with those arrived at from the corresponding figures at the beginning of the year, the demand or debt of the year, and the amounts received or paid during the year.

14. It will thus be seen that entries will not be made in this register *from day to day as transactions* occur as is the case in most other registers. Entries of demand and debt will only be made once a year in the cases referred to in paragraphs 5, 6 and 7 and twice a year in those mentioned in paragraph 9. All other entries will only be made after the close of the year.

Notice for payment to Societies

To

THE SARPANCH,

————————Society,

Notice is hereby given of that the demand of kharif/Rabi 19 -19 . *amounting to Rs.————————has become payable. Please arrange to repay the amount as early as possible before* $\frac{\textit{31st March } 19}{\textit{30th June } 19}$. *The details of the demand are given below:*

The——————————19 .

Managing Director.

Secretary Pay Fund	Supervision fee	Audit fees	Levies for forms	Journal subscription	Money Order commission	Other items receivable	Half-yearly demand of			Total	Remarks
							Shares	Interest	Principal		
1	2	3	4	5	6	7	8		10	11	12

NOTE—The various demands should include the amounts of arrears or overdues

Rules for Provident Fund of Supervisors and clerks working under the United Provinces Co-operative Union Limited, Lucknow.

1. The fund shall be administered by the Executive Committee of the Union.

2. A provident fund account shall be opened in the name of each employee of the Union.

3. Every person (chaprasis or porters excluded) in the permanent employ of the Union shall be bound to contribute each month one anna in the rupee of his salary to his provident fund account and the Union will also contribute an equal amount to the account of every employee at the end of each half-year.

Exception—(i) An employee on probation in a substantive appointment shall not be entitled to subscribe until he is confirmed.

(ii) The word "salary" does not include personal allowance, fixed allowance or any allowance granted to meet specific expendiure, such as travelling, horse, conveyance and house rent allowances, porter's wages, stationery, etc. whether daily, monthly or yearly.

4. Compound interest shall be allowed by the Union on the minimum balance during the preceding year. The rate shall be fixed by the President of the Union with due reagrd to the rates for provident and other similar funds managed and controlled by Government and to the money market rates prevailing at the time :

Provided that it shall not be less than the rate of interest allowed by Government on the funds under their own control or management. The subscribers who cease to be in service shall be entitled to get the interest up to the date of their remaining in service.

5. Each subscriber will be entitled on demand after July 1 to receive a copy of his account for the past year.

6. Any subscriber required by the Union to furnish security may at the discretion of the Executive Committee be permitted in lieu of the whole amount of security or a portion thereof to assign to the Union his provident fund account.

7. Temporary loans from the amount at his credit may be made to subscriber free of interest under the following conditions :

(i) Not more than six months' pay may be advanced.

(ii) Not more than half of the amount at credit may be advanced.

(iii) No advance shall be made until an interval of at least one year has expired since the last advance was made.

(iv) All advances shall be recovered by instalments spead over not more than 24 months.

(v) No advance shall be made from the provident fund except when the pecuniary circumstances of a subscriber are such that the indulgence is absolutely necessary and the purpose of the loan is in urgent domestic need.

The following are cited as examples of occasion on which the grant of advance may be considered : (*a*) to pay expenses incurred in connexion with the illness of a subscriber or a member of his family :

(*b*) to pay expenses in connexion with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connexion with which it is obligatory that the expenditure should be incurred ; (*c*) to pay expenses in connexion with the birth of a child ; (*d*) to pay educational expenses of children not exceeding school fees or boarding house charges for one year ; (*e*) to pay expenses in connexion with the marriage of a Charistian subscriber or a member of his family and (*f*) to pay children's initial fee or premimum for apprenticeship to a trade or profession and cost of outfit requisite thereto.

The following are cited as examples of occasion on which the grant of an advance from the fund is not recognised as legitimate: (*a*) purchase of furniture to set up a house ; (*b*) buying or building a house ; (*c*) discharging of ordinary indebtedness ; (*d*) admission of a son for University Education ; (*e*) change of climate ; (*f*) purchase of horses ; (*g*) pilgrimage to holy places ; (*h*) cost of defending a suit.

(vi) No advance shall be made, if the account has been assigned to the Union in lieu of security under rule 6.

8. On the death of a subseriber, the Executive Committee shall, after expiry of not more than one year, pay the amount at the credit of account :

(*a*) to any person nominated in writing by the deceased ;

(*b*) in case no person has been so nominated, then to the person or persons appearing to the Union to have the best claim.

9. The Executive Committee shall after the expiry of not more than one year, pay to a subscriber the full amount standing at the credit of his account, on his resignation or retirement from the service of the Union.

A subscriber who resigns service before the completion of three years or any other reason beside ill-health, will be entitled to receive only half the amount at the credit of his account (i.e. the amount of his own contributions with the compound interest on the same up to the date of relinquishment of service) unless he is incapacitated from further service by ill-health ; the remaining half shall automatically revert to the funds of the Union.

10. A subscriber who is discharged from service on reduction of establishment shall be entitled to receive the full amount at the credit of his account, irrespective of the length of his service.

11. A subscriber who is dismissed from the service of the Union shall, on the expiry of not more thn one year after his dismissal be entitled to recive only half the amount at the credit of his account, less any amount due to the Union on account of security, loan or under rule 12, or otherwise.

12. If it is found within one year of the resignation, retirement, or dismissal of a subscriber from the service of the Union that he has been guilty of any misappropriation or wilful neglect resulting in a loss to the Union, or to the department or any co-operative society with which he was connected, the Executive Committee will be at liberty

to indemnify themselves from the amount standing to the credit of the subscriber in his provident fund account independently of any other claim they may have to satisfy.

13. If any member having assigned to the Union his provident fund account under rule 6 shall make any default in respect of which the Union is entitled to be indemnified from his security, the Union may take from that account such sum as it is entitled to take before making any payment, under rules 10, 11 and 12.

14. The amount in the provident fund will be shown in the balance-sheete as a liability of the Union.

15. A register of the provident fund accounts will be kept in the form recommended by the honorary secretary and prescribed by the President.

16. All amounts on account of provident fund, at present in Co-operative Banks shall be transferred to the accounts of the Union and invested according to the directions of the Executive Committee.

17. Where the services of an employee of the Union are lent to a bank or society, he will continue to enjoy the benefits of the provident fund and instead of the Union the bank or society to which he is deputed will contribute an amount equal to the employee's contribution towards the provident fund of such employee.

18. Provident fund accounts will be adjusted on 30th June of every year and interest will be calculated on the amount standing to the credit of the employee on the preceding 1st January.

Registration of stock

Nature of article—

				Quantity or weight			Goods purchased						Goods sold				
Date of transaction	Details of transaction	Reference to invoice number	Reference to cash book	Received	Issued	In hand	Price per unit	Amount of debt	Amount paid	Amount recovered from excess payment	Balance to be paid	Price per unit.	Amount of demand	Amount recived	Amount repaid from excess receipts	Balance to be received	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Instructions for filling up Register of Stock

1. Most banks have no trading stock, but it is advisable to maintain a stock register in which the account of both the trading and dead stock shall be maintained.

2. The exact nature of the article would be entered at the top of the page, one page (or more, if necessary) being assigned to each kind of article. Dead stock (furniture, etc.) would be entered first and after a few blank pages entries would be made about trading stock, if any.

3. When an article is purchased, entries would be made in columns 1, 2, 3, 5, 7, 8, 9 and 12, and when it is paid for, the entries would be made in columns 1, 4, 10 and 12 the previous entries in column 17 being repeated in both cases. Similarly when an article is sold, there would be entries in columns 1, 2, 6, 7, 13, 14 and 17, and when the money is received entries would be made in columns 1, 4, 15 and 17 ; in both cases the previous entry in column 12 would be repeated.

4. Column 2 will usually show only the name of the person or firm from whom purchases have been made or to whom goods have been sold, but other details may have to be mentioned as well.

5. The debt (column 9) is the amount that becomes payable by the bank when an article is purchased by it ; and the demand (column 14), is the amount that becomes receivable by the bank when an article is sold by it.

6. If owing to any error, payment is made in excess, the fact should be entered in the remarks column as soon as it is discovered, and as soon as such excess is recovered it would be entered in column 11. Similarly if an excess amount has been received and has been repaid, there will be an entry in column 16. When entries are made in column 11 or 16 the figures in columns 12 and 17 would also be affected.

7. Owing to such excess payments or receipts, the entries in columns 12 and 17 may sometimes happen to be minus quantities. These should be clearly so indicated.

General Ledger or register of Miscellaneous Accounts

Nature of account————————————

Date of transaction	Amount receivable				Amount payable				Amount held in fund	Remarks
	Demand of the year	Received during the year	Excess, if any, repaid	Balance to be received	Debt of the year	Paid during the year	Excess, if any, recovered	Balance to be paid		
1	2	3	4	5	6	7	8	9	10	11

Instructions for filling up the general ledger

or Register of Miscellaneous Accounts

1. Accounts should be maintained in this ledger of :

(*a*) Items such as the distributable profits account, allotment for dividend account, working expenses account, adjustment account (depreciation and appreciation, etc.)

(*b*) The reserve and other funds owned by the bank such as the bad assets fund, the building fund, the dividend equalisation fund, the depreciation fund, etc.

(*c*) The secretary pay fund.

(*d*) Costs of management such as pay of establishment, travelling allowance of staff and honorary workers, audit fee of the bank, contribution to the U. P. Co-operative Union, stationery, printing, house rent, forms and other contingencies.

(*e*) Miscellaneous items of income and expenditure such as supervision fees, audit fees recoverable from societies, levies for forms, journal subscription, money order commission, sale proceeds of *raddi*, discount on deposits, copying fees, commission for the purchase of Government securities, income tax, expenses of the annual geneal meetings, etc.

2. The exact nature of each account will be entered at the top of the page and one page (or more, if necessary) will be assigned for each kind of account. Thus there would be one page for the reserve fund, another for the bad debt fund, a third for the building fund, and so on.

3. The demand of the year is any fresh amount that becomes receivable by the bank during the year ; similarly the debt of the year is the fresh amount that becomes payable by the bank during the year. The other headings of the form need no explanation ; but it must be clearly understood that in the case of the various funds owned or administered by the bank the demand is the fresh amount that becomes receivable during the year in the fund, the amount received is that received in the fund, the amount to be received is that to be recevied in the fund ; and similarly the amount paid is that paid from the fund and so on. It may also be noted that, except in the case of these funds, the column showing the amount held in the fund (column 10) would be blank.

4. This ledger should be started with effect from the beginning of the year. Accordingly the first entry in each account will bear the date July 1, in column I, and will have the necessary entries in columns 5 and 9 and in the case of funds in column 10 as well.

5. Subsequently, whenever any transaction takes place the date thereof must be entered in column 1. If the transaction is a fresh demand, the amount thereof will be shown in column 2, the balance struck in column 5 and the previous entries in columns 9 and 10 repeated ; if a fresh amount becomes payable, the amount must be shown in column 6, the balance struck in column 9, and the previous

entries in columns 5 and 10 repeated. If the transaction is that money has been received, the amount will be entered in column 3, the balance struck in column 5 and in the case of funds 10 as well, and the previous entry in column 9 repeated. Similarly, if money is paid, the amount will be shown in column 7, the balance struck in column 9 and in the case of funds column 10 as well and the previous entry repeated in column 5. It will thus be seen that whenever any entry is made in column 1, entries must invariably be made in columns 5 and 9 as well and in the case of funds in column 10 also.

6. Though the system of entry is fairly simple, complications arise when mistakes are made. If the demand has been wrongly calculated, and the money received accordingly later, when the mistake is discovered, an entry should be made of such excess in columns 6 and 9 and in due course when payment is made the entry would be made in column 7. Similarly, if the debt is wrong. In either case an entry should be made in the remarks column explaining the point. If the demand is correct but by mistake the amount received exceeds the demand, such excess must be repaid ; when this is done entries would have to be made in columns 1, 4, 5 and 10. Similarly, if payments have been made in excess of the debt and such excess is recovered, entries would be made in columns 1, 8, 9 and 10. Sometimes it might even happen that the amount received exceeds the balance which had to be received ; in such case the entry in column 5 would be a minus quantity and would remain so till the excess is repaid or a fresh demand arises. Similarly, if more money is paid than what ought to have been paid the entry in column 9 may be minus. It may also happen that the fund itself may be overdrawn owing to failure to collect the demand or other causes ; in that case, the entry in column 10 would be a minus quantity which would be adjusted when more money is received. Such minus entries must be clearly indicated.

7. The system of making entries having been explained, we may now turn to the specific entries that have to be made under each of the more important heads. As soon as the distribution of profits is sanctioned, the necessary entries should be made in the distributable profits account, the date thereof will be entered in column 1, and the total amount of distributable profits in column 6 and the balance struck in column 9. Distributable profits may be allotted either for payment of dividend and bonus to shareholders (which does not include gratuities paid to the staff of bank) or to some fund of the bank or carried over to next year as undistributed profits. The amount allotted for payment of dividend and bonus or to a fund of the bank must be shown in that account as paid in column 7, and a corresponding entry of demand and receipt would be made in columns 2 and 3 under the item headed "Allotment for dividend account" or under the account of the fund concerned, and entries made in the cash-book also accordingly. After making the entries of payments in column 7, the balance must be struck in column 9 ; this column will then show the figure which it has been decided to carry over to next year's profits or more briefly the undistributed profits.

8. In the case of funds owned by the bank, the demand usually arises when the distribution of profits is sanctioned by the Registrar; the money is received in the fund by means of a transfer entry in the

cashbook and hence entries of both the demand and the receipt of the money can be made at one and the same time under the one date ; the entries would be in columns 1, 2, 3, 5 and 10. Sometimes, however, a demand arises when money is specially allotted to this fund, e.g., when shares are forfeited ; here again entries would be made in this ledger in columns 1, 2, 3, 5 and 10 and also in the cashbook. A debt arises as soon as it is decided to draw upon the fund for any purpose and the sanction of the competent authority for the same is obtained ; here again entries can be made in columns 1, 6, 7, 9 and 10, the previous entry, in column 5 being repeated and the necessary entries must be made in the cash-book as well.

9. Entries will be made in the same way in the case of the account headed "Allotment for dividend", i.e., entries of demand and receipt will be made in columns 2 and 3 when the distribution of profits is sanctioned and the necessary entries are made on both sides of the cash book. Similarly, when any amount is paid from the dividend equalisation fund so as to enable additional dividends to be given corresponding entries of demand and receipt will be made in columns 2 and 3, in the account in this ledger of allotment for dividend. It may be particularly noted, however, that when dividend is paid, there would be no entries in this account ; i.e., columns 6 to 10 would always remain blank ; such payments are entered in the dividend list and not in this ledger.

10. The amount of appreciation or depreciation in the value of fixed investments is only known once a year on 30th June. Entries will, therefore, be made in the (appreciation and depreciation) adjustment account once a year only. The date shown in column 1 would be June 30, and the amount of depreciation would be entered in columns 2 and 3 of this ledger, a corresponding entry being made in the cash-book on the receipts side ; and similarly, if there is any appreciation its amount should be entered in columns 6 and 7 of this ledger as also in the cash-book on the disbursement side. Columns 4, 5, 8, 9 and 10 would practically always remain blank in this account.

11. The next point that has to be determined is whether the depreciation is to be met from a fund of the bank or from working expenses. Ordinarily it must be met from the fund provided for the purpose and an entry should be made against the date 30th June, in columns 6 and 7 of the account relating to this fund, the entry in column 10 reduced accordingly and an entry made on the disbursement side in the cash book. In case the depreciation exceeds the amount held in the fund, i.e., the entry in column 10 becomes a minus quantity, such excess should be entered in columns 2 and 3 as well and a corresponding entry of this excess made in columns 6 and 7 of the "Working Expenses Account" maintained in this ledger, both these entries would also be passed through the cash-book. In case the depreciation is met wholly from working expenses, entries would be made against the date 30th June, in columns 6 and 7 of this ledger in the "Working Expenses Account" a corresponding entry being made in the cash book also. Similarly, in cases in which there is appreciation, this should be put to the fund provided for the purpose and entered in this ledger in the account of the fund in columns 2 and 3 against the date 30th June, the entry in column 10 being enhanced accordingly, and an entry

being made in the cash book on the receipts side. If the appreciation is to be taken not to fund but to profits, entries should be made against the date 30th June, in columns 2 and 3 of this ledger in the Working Expenses Account, a corresponding entry being also made in the cash book on the receipts side.

12. The same principle will be adopted in making entries in this ledger for amounts written off or received by forfeiture. If an amount is written off from say interest, it must first be shown as interest received in the loan ledger and in the cash-book ; it has next to be decided whether this amount is to be met from a fund of the bank or from working expenses. In the former case entries will be made in the account of the fund in this ledger in columns 6, 7 and 10 ; and in the latter case in the Working Expenses Account in columns 6 and 7 ; in both cases corresponding entries must be made in the cash-book. Similarly, if an amount is received by forfeiture, it must be shown as a disbursement from the head from which forfeiture has been made. If the amount forfeited is added to a fund of the bank there must be entries in the account of that fund in columns 2, 3 and 10 and if it is taken to profits the entry must be in columns 2 and 3 of the Working Expenses Account in this ledger. In both cases there must be corresponding entries in the cash book on the receipts side. All entries in this ledger about amounts written off or received by forfeiture must be specially mentioned in the remarks column and if possible shown distinctively, e.g., encircled, so that there may be no difficulty in showing this figure separately when preparing the working statement ; it is not worthwhile adding a special column in the register for this purpose. It may be noted that the Working Expenses Account will be used both for appreciation or depreciation and for amounts written off or received by forfeiture but the adjustment account would only be used in the former case. Similarly, if the bank considers the recovery of any sum whether of principal or of interest or of any other kind to be doubtful, it may allot a suitable amount from its working expenses to the bad assets fund, to meet such unexpected losses in whole or in part. In such cases a debt and a corresponding payment will be shown in the account of losses met from working expenses and a corresponding demand and receipt shown in the account of bad assets fund.

13. Let us next consider the case of funds administered by the bank on behalf of its societies. The most important of these is the Secretary Pay Fund. The total demand from societies for the year is worked out in the register of demand and debt, and the total would be entered in this ledger therefrom in column 2 on 1st October, (or on whatever other date the demand arises). Collections will be entered from time to time as they take place in column 3 and the balances in column 5 struck accordingly or if there is a column in the cash-book for entering these collections separately, entries of collections of Secretary Pay Fund may be made in this ledger once a month when the monthly totals are worked out in the cash-book. The debts of the Secretary Pay Fund, usually arise once a month on account of the pay of the staff and the necessary entries can be made accordingly in columns 1, 6 and 9, and when the amount is paid in columns 1, 7, 9 and 10. Sometimes, however, the debt may arise at other times as well, and entries must be made as soon as they arise.

14. The salaries of bank staff come under cost of management and so do gratuities paid to them. These debts arise usually once a month and the necessary entries must be made in columns 1, 6 and 9, and when salaries are paid in columns 1, 7 and 9. It may be noted that salaries for the month of June should be shown as debt on 30th June, but must not be disbursed till 1st July or subsequent date.

15. The distinction between costs of management and miscellaneous items is not always clear. Ordinarily there is not much doubt as to the category in which a particular item should be included. But in some cases there are difficulties. Thus there may be some confusion between "Supervision fees" and "Contribution to the Uttar Pradesh Co-operative Union " due to the fact that half the supervision fees realized by a bank during the previous years have to be paid to the Uttar Pradesh Co-operative Union as part of its contribution. It may, therefore, be explained that supervision fees are an item of miscellaneous income. Its demand arises against societies only once a year, and is first worked out for each society in the demand and debt register and the total demand is brought over to this ledger and entered in column 2, collections being entered in column 3 when they take place. Half the supervision fees realized in the previous year which have to be paid to the Uttar Pradesh Co-operative Union as its contribution will not be entered here in column 6 but will be shown as a debt under head "Contribution to the Uttar Pradesh Co-operative Union" included under costs of management. The latter would thus include half the supervision fees realized by the bank during the previous year in addition to 1/8 th of the interest earned during the previous year and any other amounts that may become payable by the bank to the Uttar Pradesh Co-operative Union during the year as supervision charges. When payment is made, an entry thereof must be made in column 7 of this ledger. [It must not be forgotten that at the same time an entry of the receipt of this amount must be made in the revenue (current deposit) account of the Uttar Pradesh Co-operative Union, two corresponding entries being made in the cash-book also.] It must be particularly noted that this item has no connexion with the fixed deposit accounts (if any) maintained by the Uttar Pradesh Co-operative Union with the bank and that it would not include payments made by the bank through the Uttar Pradesh Co-operative Union for articles purchased by it. Thus payment for journals purchased by the bank or its societies may be made through the Uttar Pradesh Co-operative Union, but this is not a contribution to the latter and would not come under this head.

16. The account of the journal subscriptions is in fact somewhat complicated. Banks purchase journals chiefly on behalf of their societies, recovering the cost from the latter ; but many banks purchase one or two copies for themselves as well. Technically the two cases should be separated, and a separate account maintained for each, the latter being regarded as an item of costs of management and the former as a separate account somewhat on the lines of the Secretary Pay Fund. This, however, would be difficult for most accountants and it has, therefore, been decided for the sake of simplicity to treat the whole of this as one item under miscellaneous items. As soon as a bill is received, the debt arises and an entry will be made accordingly

in column 6. At the same time the amount which becomes recoverable from each society will be noted in the demand and debt register and the total demand so worked out entered in column 2. Entries in columns 3 and 7 would be made whenever money is received or paid. In short, it will be considered for all practical purposes that the bank has purchased all the journals from its own funds, and has then passed them on the societies concerned, making suitable levies for the purpose from the latter. Thus the whole of the demand entered in column 2 would be regarded as the profit of the bank and the whole of the debt entered in column 6 as the loss of the bank.

17. A similar procedure would be adopted in the case of "audit fees recoverable from societies" which would also be an item of miscellaneous income and expenditure. It may, however, be noted that "audit fees of the bank" will be a separate item which will come under "costs of management".

18. The account of money order commission also presents some difficulty, as four different kinds of cases have to be provided for. When the bank remits any money by money order, sometimes the money order commission spent has to be met wholly by the bank itself ; at others it has to be met partly by the bank and is partly recoverable from Government; yet at others the whole of it is recoverable, in part from Government and in part from societies. And further, the bank may receive money from Government under this head, not for itself but simply to transmit it to the societies concerned. Technically the correct thing to do would be to have four separate accounts of money order commission, viz., (1) irrecoverable, (2) recoverable from Government, (3) recoverable from societies and (4) received for transmission to societies. This, however, would mean that every time any money order commission is paid, it must be split up and part entered under one head and part under anoher and mistakes would be almost inevitable. Moreover there would be difficulties in connexion with their classification, as one of these items would come under costs of management, another under miscellaneous items of income and expenditure while the last would be something in the nature of a current deposit account ; and some confusion would be caused in deciding which of these items should be taken to profit and loss and which not. Hence following the same principle of simplification as has been enunciated in the previous paragraphs, it is suggested that this account may all be regarded as an item of miscellaneous income and expenditure and entered in two sections on two adjoining pages. One may be headed Money Order Commisson—Societies and the other Money Order Commission—Generals. When money is sent by money order the date thereof will be entered in column 1 of the general section and the amount of the money order commission paid in columns 6 and 7. As soon as it is decided as to what portion of the amount spent is recoverable from Government and what from societies, the necessary entries must be made in column 2 of the general and of the societies section respectively ; (in the latter case an entry must also be made at the same time in the ledger of societies). When a refund of money order commission is received from Government it is necessary to see whether the refund is for the bank or to be passed on to the societies. In the former case all that is required is to make entries in columns 1 and

3 of the general section. In the latter case, however, entries must be made in columns 1 , 2 and 3 of the general section, and a corresponding entry made in columns 1 and 6 of the societies section and when this money is paid to the society (which would usually be by a transfer entry in the cash-book) the necessary entry can be made in column 7 thereof. Ordinarily therefore what would happen in such cases is that entries will be made in columns 2 and 3 of the general section and columns 6 and 7 of the societies section at the same time; the societies ledger would contain corresponding entries as miscellaneous amounts payable and paid to the society and the same amount will also be shown as having been received from the society under the appropriate head. The cash-book would contain three entries—the receipt of the money from Government, its payment to the society, and its receipt from the societies. When money order commission is collected direct from societies, entries will be made in column 3 of the societies section of the account.

19. Other items included under cost of management or other miscellaneous items of income and expenditure call for no special comment. They would appear either in columns 2—5 or in columns 5—9 according to their nature.

Guardbook of salary/acquittance rolls of staff

Serial no.	Name of incumbent	Name of post	Pay	Amount payable for the month			Amount to be deducted for absence or leave, etc.			Amount deducted for Provident Fund contribution			Net amount paid			Signature
1	2	3	4	5			6			7			8			9
				Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	

MONTH OF——————

Travelling allowance memorandum of ————designation ————pay————

Headquarter *District/Central* ——*Co-operative Bank Limited,*——*Uttar Pradesh*

Purpose of journey	Dates	Journey		Miles	Days	Railway fare	Amount			Remarks
		From—	To—				Rs.	a.	p.	
Total ..										

Passed.

Managing Director.

Dated ——————

District/Central ——*Co-operative Bank, Limited.*

FORM OF CHEQUE FOR $\frac{\text{CURRENT}}{\text{SAVINGS}}$ ACCOUNT

Counterfoil	Cheque
The————Central/District Co-operative Bank Limited.	The————Central/District Co-operative Bank Limited.
Date————	Date————
In favour of ————	Please pay to———or bearer the sum of Rs.————
Rs.————	Rs.————
Signature of depositor.	*Signature*

Litigation Register

Serial number	Names of parties	Date of obtaining decree	Details of claims					Date of execution	Costs incurred in execution			Realizations						Due for realization					Remarks
			Principal	Interest	Other dues	Costs	Total		On what account	Recoverable	Irrecoverable	Date	Principal	Interest	Other dues	Costs	Total	Principal	Interest	Other dues	Costs	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

NOTE—One page to be allotted to each case.

Form for the Register of Correspondence

Serial number	Date	From whom received	Letter number and date	To whom issued	Number of enclosures	Brief contents	Department and file number	How disposed of	Postage account						Remarks
									Last day's balance	Day's receipt	Total	Postage used	Daily total	Balance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Income vouchers and system of receipt of money by Banks

1. The attention of all banks is invited to the fact that recently several cases have occurred in which money remitted to a bank has been duly received by the cashier, but has not been credited in the books of the bank ; the mistake has not been detected for several months. It is essential that every bank should have an adequate system of internal check to minimise the chances of such mistakes or frauds ; for this purpose the following suggestions are made for adoption by all banks with such modifications as local circumstances may require.

2. There should be one and only one receipt book in use in a bank at any one time, and this should be duly numbered. Blank receipt books should be kept safely by the Managing Director (or other director authorized for the purpose by the bank) under lock and key and issued one at a time after satisfying himself that the book formerly in use has been exhausted. It is suggested that the receipts or rather vouchers should be in quadruplicate in the form enclosed.

3. The procedure would be that any person wishing to pay in money to the bank would go first to the accountant and inform him of the amount of money he intends to pay in. The accountant would then fill in the details in all four counter parts, initial part 1 and keep it in the book himself, sign part 2 and hand over parts 2, 3, 4 to the person concerned to take with the money to the cashier. The cashier would receive the money, comparing it with the entry in the vouchers, keep part 2 of the voucher himself, sign part 3 and return parts 3-4 to the accountant and direct the person concerned to take the receipt from the accountant. The latter would fill up entries on the reverse of parts 3-4, make the necessary entries in the ledgers, cash-book, etc., paste part 3 to part 1 and then hand over part 4 after signature to the person concerned as his receipt or if he is not present (e.g., when money is sent by money order) it may be sent to him by post. In this way the accountant and the cashier would check each other's work.

4. This system can usually be applied to all money received, whether they be loan repayments made by societies direct or by money order or any other payments made to the bank. In the case of money received by money order, it is the postman who would first take the money order receipt to the accountant, take from him parts 2, 3, 4 of the voucher and hand over the voucher and the money to the cashier, the latter signing the money order receipt.

5. A co-operative bank has usually to deal with illiterate *sarpanches*. Efforts should certainly be made to educate them in business methods, but it would be a great mistake to refuse to accept money brought after office hours. It must make arrangements for such money to be received by a responsible person such as a Vice-Chairman or a Managing Director personally. He would keep it overnight giving an informal receipt and send the money to the bank next morning when the necessary vouchers would be made out, and the money handed over to the cashier, the formal receipt being sent to the society in due course.

6. When pass books for societies were originally prescribed, it had been hoped that they would make other receipts unnecessary ; but illiterate *panches* often forget to bring them and money can hardly be

refused because the pass-book is not forthcoming. Some banks have prescribed certain *chalan* forms to be filled up by the society and sent to the bank along with the money, but a person who forgets the pass-book will equally forget the *chalan*. Besides the introduction of the money order system for loan repayments renders such *chalans* obsolete and they may well be discontinued if the system advocated above is adopted.

7. Ordinarily a society entrusting money for repayment to one or more individuals for the purpose, will take their signatures on the proceedings book in token of their having received the money. If, however, a society wishes to keep a separate note of all money given by it to the *panches* for repayment and to receive an early acknowledgment of the same, it may do so by preparing a *chalan* in the form enclosed in triplicate ;it would keep part I itself, and take on it the signature of the *panch* entrusted with the money. It would give part 3 to the *panch*, who would show the same to the accountant, and would then present it to the cashier when depositing the money ; the latter would on receiving the money sign part 3 and return it to the *panch* who would take it back to the society. Part 3 can then be pasted to part 1, and part 2 duly signed by the society can be handed to the *panch* as his personal receipt. If the society forgets to send this *chalan*, no great harm is done ; as it will receive information in due course from the accountant of the receipt of the money and the heads to which it has been credited.

Only one *chalan* book should be in use in a society at one time and it should be duly numbered. It has been objected that this may mean the giving of two receipts for one item received, but this can easily be got over by the cashier making a suitable entry on part 4 of the voucher, such as receipt already acknowledged on Society's *chalan* or more briefly R. A. A.

8. A similar objection can be urged when share and deposit certificates are issued in addition to part 4 of the vouchers ; they also should therefore, bear a note to the effect that the receipt of the money has already been acknowledged separately. It is also important to see that only one book of share certificates and only one book of fixed deposit certificates is in use at any one time.

9. It may be added in conclusion that all these suggestions have been made in the interests of the banks themselves to safeguard them against losses. Conditions are different in different banks and each bank must adopt the system with such modifications as it may consider necessary to suit its own conditions. No system is perfect or proof against fraud ; all that can be done is to have an adequate system of check and to ensure that one man alone cannot defraud the bank. Ultimately the responsibility for seeing that no embezzlement is commited rests with the directors, and it is for them to see that the system in vogue in the bank is such as will not lend itself easily to fraud and em-bezzlements, without being dilatory and vexatious. The departmental staff will always be ready to help them in establishing such a system.

THE

CENTRAL CO-OPERATIVE BANK LTD.

____

BOOK NO._____VOUCHER NO._____

Dated ________

Sent to the treasurer

Rs.________________

through________________

on account of ____________

____

Accountant.

THE

CENTRAL CO-OPERATIVE BANK LTD.

____

BOOK NO._____VOUCHER NO._____

*Dated*________

To

THE TREASURER

Kindly receive Rs. ________

through ____________

on account of____________

Accountant.

THE

CENTRAL CO-OPERATIVE BANK LTD.

____

BOOK NO._____VOUCHER NO. _____

Dated ________

To

THE ACCOUNTANT

I have received Rs. ________

through ____________

on account of____________

Treasurer

THE

CENTRAL CO-OPERATIVE BANK LTD.

____

BOOK NO. _____VOUCHER NO._____

*Dated*________

The sum of Rs._____received

through____________

on account of____________

has been credited to your account as indicated overleaf.

____

Accountant

CREDIT VOUCHER

The sum mentioned on the reverse has been credited as follows :

To Share Account ..			
,, Interest ,, ..			
,, Loan ,, ..			
,, Deposit ,, ..			
,, Secretary Pay Fund			
,, Other items ..			
Total ..			

———————

Accountant.

OFFICE COPY OF CREDIT VOUCHER

Certified that entries have been made in the ledger at page—— of the sum mentioned on reverse as follows :

To Share Account ..			
,, Interest ,, ..			
,, Loan ,, ..			
,, Deposit ,, ..			
,, Secretary Pay Fund			
,, Other items ..			
Total ..			

———————

Accountant.

चालान नं०————

नाम सोसाइटी————

————————

————————

तारीख————

हम लोगों ने मुबलिग़————

————रुपया सोसाइटी से

वसूल पाया जो सेन्ट्रल बैंक में सोसाइटी के

हिसाब में जमा करने के लिए है।

दस्तखत वसूल पाने वाले के————

————————

————————

चालान नं०————

नाम सोसाइटी————

————————

————————

तारीख————

मुबलिग़————

————रुपया जो कि सेन्ट्रल बैंक के

खजांची के पास जमा किया गया उस

की रसीद————

————से वसूल पाई।

दस्तखत सेक्रेटरी————

————————

चालान नं०————

नाम सोसाइटी————

————————

————————

तारीख————

मुबलिग————

————रुपया————

————————

————से वसूल पाया जो सेन्ट्रल बैंक

में सोसाइटी के हिसाब में जमा करना है।

दस्तखत खजांची सेन्ट्रल बैंक————

————————

Disbursement vouchers and system of disbursement of money by banks

1. *The Procedure*—The usual procedure for the disbursement of money by a bank should be that, in the first instance the office should put up a note showing the exact nature of the payment required. This must be scrutinised by the Managing Director* who would sanction the same after satisfying himself that the proposed payment is a proper one. A cheque would then be drawn up by the office in three parts in the form enclosed and put up for the signature of the Managing Director together with the order sanctioning the payment. The latter would see that the cheque is for the sanctioned amount and in favour of the right individual and then sign parts 1 and 2 of the same. The office would hand over parts 2—3 of the cheque to the person concerned, or if he is not present send them to him by post or messenger. The payee or his duly authorized agent would then present the cheque to the cashier or treasurer. The latter would pay him the money after obtaining his receipt on part 3 (stamped if and when necessary), and after signing and dating the same himself, he will send it to the accountant. The latter would paste it to part 1 and make the necessary entries in the registers accordingly.

2. In cases, however, in which the payee requests in writing to the bank that the money should be remitted to him in cash or by money order on his own responsibility, the bank should try to meet his wishes as far as possible. When the payment is sanctioned, the cheque will be prepared in the name of the accountant (or bank manager). The latter will duly endorse the cheque (on the reverse of part 2) and present parts 2—3 to the treasurer, who will pay the money to the accountant, and at the same time return to him part 3 with his own signature on the reverse thereof. On receiving this money the accountant will (i) remit it to the actual payee in accordance with his directions either in cash or by money order, (ii) make the necessary entries in the registers, (iii) keep the postal or other receipt received, safely in the guard file of the office kept for the purpose, and (iv) send part 3 of the cheque to the payee asking him to return it duly signed. When the latter is received back, it will be pasted as before to the counterfoil (part 1).

3. As the accountant (or Manager) will have to handle money in this way, adequate security, should be taken from him. In the alternative this work may be entrusted to the treasurer, if he is willing. In such cases the cheque would be prepared in the name of the treasurer who would send the money as directed, and return part 3 of the cheque duly endorsed by him, together with the postal or other receipt to the accountant. The latter will deal with them as explained in the previous paragraph.

4. Further when a cheque is drawn in the name of the bank staff for remitting money to others (by money order or otherwise) the Managing Director must satisfy himself that the money reaches its destination and does not remain lying with the staff. One way of

NOTE—*Managing Director includes any other director authorized for the purpose by the bank.

securing this is to direct that all such cheques should be entered in a note-book, to be put up along with the cheque. The note-book would show the number and amount of the cheque and this entry would be initialed by the Managing Director when he signs the cheque. When the receipt of the actual payee (the person to whom the money has been remitted) is received, it should be put up before the Managing Director along with the note-book, the latter would see that the receipt is in order, write "SEEN" on it, make an entry in the note-book "receipt seen" against the item in question, initialing and dating both entries. If an entry occurs in the note-book against which "receipt seen" has not been entered for some time, he must start making inquiries about it. One bank lost Rs.40,000 through the neglect of this elementary precaution.

5. Another necessary precaution is that only one cheque book should be in use at any one time and it should be duly numbered. Spare cheque books should be kept safely under lock and key and a fresh book issued only when the old one is exhausted. Arrangements must also be made (i) to ensure that no unnecessary delay occurs in the signing and issue of cheques (some one should be specially empowered to sign cheques in the absence of the Managing Director), (ii) to watch that cheques are not lost in transit (which would be evidenced by part 2 not being pasted to the counterfoil, part 1) and (iii) to see that cheques are not cashed by wrong persons (for which purpose receipts of the payee should be carefully scrutinised).

6. Most banks have to incur petty expenditure on contingencies, etc., from time to time and the issue of cheques for such small amounts would be cumbrous and wasteful. To get over this difficulty, a small permanent advance may be kept with the office, from which such petty expenditure can be met. A detailed list of such expenses incurred by the office would be put up by it at fixed intervals, or when the money is likely to be exhausted shortly, together with a cheque for recouping the advance in question; the receipts produced should be cancelled, initialed and, dated before the cheque is signed.

7. The issue of a cheque is not necessary in the case of transfer or contra entries, which may be made on the strength of special transfer vouchers signed by the Managing Director. There should be a special book for such transfer vouchers, which should have a distinctive colour of their own. A form for a transfer voucher is enclosed.

8. The principal heads under which disbursements are made by banks in cash are the refunds of loans and deposits, the payment of interest on borrowings and dividends on shares, and loan advances to societies. Deposits are usually large amounts and particular care must be taken to see that they are refunded at the proper time to the right persons. When a fixed deposit is returned in cash, the bank should receive, in addition to the formal receipt of the payee (part 3 of the cheque) the fixed deposit certificate as well bearing the endorsement "F. D. C. returned as the money has been received in cash" and this returned certificate would then be pasted on to its counterfoil. If the fixed deposit is renewed, no cheque would be drawn and no formal

receipt taken, but the F. D. C. must be taken back with the endorsement "F. D. C. returned as the money has been received by renewal," pasted to the counterfoil, while a fresh fixed deposit certificate should be issued to the depositor.

9. The system of payment of interest to depositors adopted in many banks is open to objection. A list should be prepared of the amount payable to each depositor, and a cheque drawn in his name for that amount and sent to him. To circulate such a list to all depositors as is often done may render the bank liable for damages, as the deposit amount must be kept confidential. To draw the whole of the amount by one cheque and leave the money lying with the office staff is obviously faulty and has recently resulted in an embezzelment of Rs.2,000 in one bank. The drawing of a separate cheque for each depositor certainly means a little extra work but is on the whole the soundest plan. If, however, a depositor expressly gives it in writing that he wishes to have the money sent to him not by cheque but in cash or by money order, the cheque may be drawn in the name of the office staff and it should be seen that the money is despatched within 24 hours of the cheque being cashed. The Managing Director must satisfy himself as already indicated that the money reaches its proper destination.

Loans advances

10. The system of loan advances to societies must be dealt with in some detail. The following suggestions apply partly to societies and partly to banks ; the two are so inter-woven with each other that it is almost impossible to separate them. Roughly speaking, however, it may be said that sections 11—14, 20 and 21 apply principally to societies while sections 15—19, 22 and 23 chiefly concern the banks.

11. *The loan application*—Ordinarily the question of borrowing money from the bank will be considered by the society at a meeting at which the supervisor is present. It should after hearing the advice of the latter pass a resolution saying how much money it wishes to borrow and by what instalments it is willing to repay. It should then draw up its loan application in the prescribed form and present it to the supervisor.

12. The loan application will then the scrutinised by the supervisor. If every thing is in order and no special remarks are called for, he will sign the certificate on the application and fix a suitable date for the society to go to the bank to receive the money:

(*a*) If a loan is recommended to a society which has overdue interest or heavy overdue principal owing to the society he must state, when forwarding the loan application, (i) what action is being taken to recover the overdues, (ii) what the prospects of recovery are, (iii) what amount, if any, due to the bank is expected to be bad debt, (iv) whether there is any way of avoiding this loss and if so what, (v) whether it is safe to advance money to the society.

(*b*) If the grant of a loan in excess of the normal credit is recommended, the reasons for doing so should be clearly stated.

(c) If his views differ from those of the *Panchayats* he will note his own recommendation on the application stating how much he considers reasonable and for what reasons and make a note thereof in the inspection book also clearly mentioning his reasons. In such case the society may thereafter refer the matter to the inspector who will on receipt of such a reference make an inquiry and if he thinks that the society should be advanced more money he will get a fresh loan application prepared for such extra amount and recommend it himself. In no case may a supervisor or inspector recommend more than what the society asks for.

(d) The date fixed by the supervisor for the society to go to the bank for the money would usually be a week or so ahead, bearing in mind holidays. If he is a supervisor of less than 3 years' standing, he must allow nearly a fortnight. If the loan recommended exceeds the normal credit or the society already has overdues, a date at least 3 weeks ahead should be fixed. In all cases the supervisor must use his common sense and exercise his own discretion when fixing the date.

(e) The supervisor will inform the society of the date fixed and then send on the application to the bank office, either by post or through some member of the society who happens to be going there or he may take it himself. In case the supervisor is of less than 3 years' standing, however, he must send the loan application to the inspector in the first instance who would after such inquiry as he considers necessary forward it to the bank with his countersignature.

13. If the supervisor is not present when the question of borrowing money from the bank is considered, the society should pass its resolution and draw up its loan application as before. Two *panches* should then take the loan application, together with the proceedings book and the inspection book to the headquarters of the supervisor on the date fixed by him for being there (unless of course they know where he is and can find him earlier there). The supervisor should, after such inquiry as he considers appropriate, note his recommendation on the loan application, record his reasons if necessary, fix a suitable date informing the *panches* present thereof and then send on the loan application as before. If he considers a local inquiry necessary (which it is in almost all D and E class societies) or disagrees with the recommendation of the society, he should visit the village as soon as possible, fixing a date at once for the same and informing the *panches* present thereof. He should then conduct his inquiry and explain his point of view to the society and the rest of the procedure would be as before.

14. In specially selected societies, loan applications may be sent to the bank without the intervention of the supervisor; in such cases the supervisor's certificate on the loan application will be altered to read "Two *panches* will appear at the bank office on......to receive the money" and will be signed by one of the *panches* and not by the supervisor.

15. The fact that a society has to submit its loan application through the supervisor undoubtedly causes delay; but in the present stage of the development of societies this can hardly be avoided. It is recommended, however, that every bank should, in consultation with the local inspector, select some specially good societies (if there are any such) e.g., those classed B at audit, to which the privilege may be accorded of sending loan applications direct to the bank without the intervention of any supervisor. This might encourage societies to improve themselves.

16. *Sanction of loan*—When a loan application from a society is received in the bank office, the Manager or Accountant should see that it is in proper order. (1) If it is not from one of the specially selected societies, it should bear the recommendation of the supervisor in the form prescribed, and if the supervisor in question is a person of less than three years' standing that of the inspector as well (unless the bank has consented to dispense with the inspector's countersignature in the case of any such supervisor). He should promptly return a loan application which has not the necessary recommendation. (2) He should also see that the supervisor or in the case of the specially selected societies, the society itself) has given its reasons, in case the society has heavy overdues or the loan recommended exceeds the normal credit; otherwise he should return the loan application. (3) He should then put up his office note on the loan application form containing the particulars prescribed therein and submit the same with his remarks, if any, and the general remarks of the last audit note available to the Managing Director (or other director empowered to sanction loans).

17. The bank should have suitable arrangements to see that the sanction of loans is not delayed. The practice in some banks of putting up all loan applications before the Executive Committee is bound to result in delay. If any arbitrary limit is fixed such as Rs.500 or Rs.1,000 up to which a director may sanction and beyond which the sanction of the Committee is necessary, the society can always get round it, by sending two or three separate applications each of which is within the prescribed limit; hence the work is increased and no useful purpose served. The Managing Director should be empowered to sanction loans up to the normal credit of the society; if the loan asked for exceeds the normal credit, the matter should ordinarily be referred to the Committee either by calling a meeting or circulating the paper among its members. Arrangements should also exist for the sanction of loans during the temporary absence of the Managing Director so that there may not be delay; the Managing Director should on return look into the loans sanctioned by his substitute and countersign the same, if necessary. If the Managing Director is not disposed to sanction the loan applied for, he may consult the inspector before coming to a decision, provided this does not cause delay. Any way he should not return the loan application for correction, but should sanction whatever he thinks fit. When the loan so sanctioned is less than that applied, for the bank office should forthwith inform the supervisor and the society of the fact, so that other suitable arrangements might be made.

18. As soon as the loan is sanctioned, the bank office should prepare a cheque accordingly in the name of the society and put it up before the Managing Director for signature along with the loan application containing his sanction. The Managing Director will then sign the cheque and at the same time initial and date the entry "Cheque signed" on the loan application so as to ensure that more than one cheque is not signed on the strength of one payment order. If the cheque is prepared before the date on which the *panches* are to appear, it may, if the Managing Director so wishes, be marked "not payable before such and such date."

19. *Payment of money*—When two or more *panches* come to the bank office on the fixed day to receive the money, they would be handed over the cheque in question and asked to sign and date the entry on the loan application form which reads "Received Rs.......... by cheque in pursuance of the above agreement." They would then present this cheque to the treasurer who would take their endorsement on part 2 thereof, their acknowledgment of the receipt of cash on part 3, and pay them the money. Thereafter the treasurer will send part 3 of the cheque to the bank accountant, who will make the necessary entries in the cash-book, ledger, etc., and at the same time send information to the supervisor of the payment of the money.

20. *Distribution of money*—On reaching their village with the money, the *panches* will hand over the money to the treasurer of the society, getting him to enter the amount in the *rokar bahi*. Thereafter a meeting will be called and the money distributed to the members, after recording the amounts given to each member in his pass-book and in the *rokar bahi*; and taking from him a pronote in the form prescribed. It is essential that each society should have a bound book of pronotes, duly numbered, instead of loose forms as at present. If there is a competent member secretary, entries would also be made in the cash-book and ledgers.

21. If the supervisor is not present at the time of distribution of the money, he will arrange to visit it within a week or so of receiving intimation from the bank of the advance of the money. He will ascertain whether (i) the money has reached the society safely, (ii) it has been properly disbursed to the members, (iii) it has been correctly entered in the *rokar bahi* and in the pass-books of the members, and (iv) pronotes have been duly executed by the members, and send a report to the bank. He will also have the necessary entries made in the ledgers and cash-book if this has not already been done. Further the supervisor will have a pronote executed by the society in favour of the bank in the form prescribed, and send that with his report to the banks. There should be a bound and numbered book with counterfoils for these pronotes also, in each society.

22. *The Societies Pronotes*—If the bank does not receive the pronote and the report of the supervisor within three weeks, it will remind the supervisor. It may be noted that this pronote is not absolutely necessary; for the application for the loan and the acknowledgment of the receipt of the money which hs already been taken by the bank are sufficient to prove the advance of the loan, and so the

bank money is safe. But these loan applications together with their acknowledgments are not negotiable like pronotes, hence it is advisible for banks to take these pronotes or bonds from societies in due course, so that they can be pledged to joint stock banks if and when necessary, for the purpose of obtaining loans on their security. Further it may occasionally happen that the loan advanced to the society is less than that applied for by it; in such cases the instalments mentioned in the loan application would not be applicable, and the correct instalments can be given in the pronotes and entered accordingly in the ledger.

23. There is no objection to the pronotes being executed at the bank office when the *panches* come to take the loan personally, if the bank so wishes; but as the pronote book of each society should remain with that society, and the *panches* will often forget to bring it to the bank, this procedure would not prove to be always feasible. It would be a great hardship to refuse to advance the loan because the pronote book has been forgotten. Besides when money is sent to a society, the pronote has to be executed later. Hence the adoption of a uniform system for the pronote seems to be better.

Loan advances by money order

24. Ordinarily a society should not ask for loan advances by money order if the amount required exceeds Rs.500; in such cases it is usually better for the *panches* to go personally to the bank office for the money. If a society wishes to receive a loan by money order, it should (i) pass a resolution specifying (*a*) that it wants the money sent to it by money order, (*b*) the name of the post office to which it should be sent and (*c*) the name, parentage, caste and designation of the person to whom it should be sent, (ii) attach a copy of this resolution to its loan application, and (iii) when convenient inform the local Post Master that the money has been sent for so that suitable arrangements for payment might be made beforehand.

25. The loan application would be dealt with by the supervisor as before, and sent to the bank with an endorsement to the effect that he recommends that Rs.———be sent by money order to (name)——— ————P. O.————as requested by the society. If he is sufficiently acquainted with post office routine he may also inform the *panches* as to the date on which they should appear at the post office to receive the money. On receipt of the application, the bank office will get the application sanctioned and prepare the cheque, as explained in paras 2 and 3 and put it up for the signature of the Managing Director along with the note-book previously mentioned. If a cheque is drawn in the name of the accountant (or manager) it will be duly endorsed by him and presented for payment to the treasurer from whom he will receive the money along with part 3 of the cheque. He will then fill up the money order form, stating clearly the full address of the person to whom it is being sent; in special cases it may be necessary to send two or more money orders according to the limit of the disbursing post office. When the money has been sent by money order, the necessary entries will be made in the registers and the money order receipt put up along with the note-book before

the Managing Director who will initial and date the necessary entries on the receipt and in the note-book as already explained. In places where the treasurer is willing to send money by money order, the cheque would be prepared in his name and handedover to him by the accountant together with the money order form duly filled in; after sending the money order, he would send the money order receipt to the accountant who would then make the necessary entries. In either case the money order receipt should be kept in a separate guard file and intimation of the despatch of the money order sent to the supervisor and to the society. Part 3 of the cheque should also be sent to the latter at the same time. When the payees' money order acknowledgment is received in the bank office, the accountant should attach that to the loan application; if it is not received within 14 days, he should promptly start making inquiries about it from the post office. When part 3 of the cheque is received back duly filled in, it will be pasted as usual to the counterfoil (Part 1).

26. On receipt of intimation by a society that money has been sent to it by money order, it should (i) arrange to send as soon as possible the person authorized to receive the money to the post office together with the proceedings book of the society, (ii) send one or two other *panches* with him to the post office, (iii) arrange for the proper distribution of the money and for making the necessary entries in the books and registers as explained in para 20 and the supervisor will take action as mentioned in para 21.

27. In order to obviate the inconvenience caused if societies receive notes of big amounts, the supervisor should see all the Post-Masters concerned and induce them to arrange for the disbursement of money in rupees or in small notes to Co-operative Societies. If special difficulty is encountered anywhere he will report the matter to the Inspector who will interview the Post Master and try to settle the matter.

28. Interest is ordinarily payable by the society from the date the money order is sent by the bank, irrespective of the date when the money reaches the society: but if the bank fails to inform the society or the supervisor of the despatch of the money, it may be held responsible in arbitration proceedings for the interest of the period intervening between the despatch of the money and its receipt by t society.

Cheque Book No.——*Cheque No.*——

Dated——

THE CENTRAL CO-OPERATIVE BANK LTD.

——

Issued in favour of——

for the sum of Rs.——

on account of——

Rs.

——
Managing Director.

Cheque Book No.——*Cheque No.*——

Dated——

To

THE TREASURER,
THE CENTRAL CO-OPERATIVE BANK LTD.

——

Please pay to——

the sum of Rupees——

on account of——

Rs.

——
Managing Direcor.

Cheque Book No.——*Cheque No.*——

Dated——

To

THE CENTRAL CO-OPERATIVE BANK LTD.

——

Received by me in cash——

a sum of Rs.——

on account of——

1 anna stamp for sum of over Rs. 20.

——
Recipient.

Transfer voucher

Rs.....................

	In the account of	Under head
Disbursed		
Received		

Dated——————— ———————

Managing Director.

दरख्वास्त कर्जा

हम लोग जो ——————————————

कोआपरेटिव सोसाइटी (गांव के बैंक) के पंच हैं, और जिनके दस्तखत नीचे लिखे हैं, अपनी सोसाइटी के तरफ से ——————————————

सेन्ट्रल बैंक से दरख्वास्त करते हैं कि हमारी अमानत का रुपया वापस करें और* ——————

मुबलिग ——————रुपया कर्जा दें। हमारी सोसाइटी इकरार और वादा करती है कि कर्जे के रुपये को——————फी सदी सालाना सूद के हिसाब से नीचे लिखे हुये किस्त पर अदा करेगी--

खरीफ सन्——————में——————रुपया।

रबी सन्——————में——————रुपया।

खरीफ सन्——————में——————रुपया।

रबी सन्——————में——————रुपया।

खरीफ सन्——————में——————रुपया।

रबी सन्——————में——————रुपया।

अगर हमारी सोसाइटी किसी वादे पर सूद और असल किस्त का रुपया अदा न करे तो सेन्ट्रल बैंक को हक होगा कि हमारी सोसाइटी से कुल रुपया असल और सूद जो वाजिब हो एक साथ वसूल कर लेवे। यह रुपया जब हमारे दो पंच सेन्ट्रल बैंक में लेने के लिये आवें तब मेहरबानी करके उनसे रसीद लिखा कर दे दीजिये।

यह रुपया मनोआर्डर से बनाम——————————————

सरपंच
खजानची ——————————————

डाकखाने के पते से मेहरबानी करके भेज दीजिये। हमारी सोसाइटी कि लेन देन की हालत नीचे लिखी है।

दस्तखत पंचायत——————

——————

हिस्सा बड़ी बैंक में——————

मामूली साख——————

कर्जा जो सेन्ट्रल बैंक को देना है——————

उसमें से बकाया——————

बकाया सूद——————

तहवील का रुपया——————

अमानत सेन्ट्रल बैंक में——————

कर्जा किस काम में लगाया जायगा

बीज और काश्त,	मवेशी	लगान	कर्जाअदा, करने	तिजारत	शादी का खर्च	घर.	दीगर	मीजान

*नोट:--अगर सेन्ट्रल बैंक में सोसाइटी की कोई अमानत नहीं है, तो यह लफ्ज काट दिये जावें।

सुपरवाइजर की रिपोर्ट

१--दरख्वास्त की जांच कहां की गई————————

२--कर्जा जो पंचायत ने मन्जूर किया उसकी जांच की या नही————————

३--कितना कर्जा देने को सिफारिश की जाती है————————

४--सिफारिश की वजह (अगर कोई खास बात हो)————————

————————————————

————————————————

————————————————

५--रुपया लेने के लिये दो पंच बड़ी बैंक में कब आवेंगे————————

————————

Supervisor.

OFFICE REPORT

The figures given on the reverse of the transactions of the society have been checked and corrected where necessary.

Amount of last repayment by society Rs.————————

Date of last repayment by society————————

Amount of loan which may be sanctioned Rs.————————

————————

Accountant.

ORDER

A loan of Rs.————————is hereby sanctioned to the————————

————————society.

————————

Managing Director.

Cheque No.————————for

Rs.————————put up herewith. Cheque signed—

————————

Accountant. *Managing Director.*

रसीद

हम लोगों ने आज बतारीख————————को इस दरखास्त के बाबत

मबलिग————————रुपया पाया ।

————————

दस्तखत पंच

————————

Audit Classification Register of Societies

(To be maintained by Banks Circle vice)

Name of Central Bank————————

Name of Circle————————

Name of Society	Classification by the auditor					Name of the supervisor who remained in charge of the societies during the year	Remarks
	19 -19	19 -19	19 -19	19 -19	19 -19		
1	2		4	5	6	7	8

III. FORMS FOR LIQUIDATED SOCIETIES

FORM L. F. I.

List of liquidated societies affiliated to the————————Central Co-operative Bank

Serial no.	Name of the society	Tahsil	Date of liquidation	Date of preparation of contribution scheme	Date of reference of contribution order to Collector	Date of the final closing of the proceedings	Amount of surplus funds	Date of allotment for a particular purpose	Purpose for which surplus fund allotted	Date of completion of work for which surplus funds allotted	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

FORM L. F. 2

Receipt Books

1

RECEIPT BOOK No.——————

RECEIPT NO.——————

Date——————

Name of society——————

Name of central bank——————

Received from——————

son of——————

through ——————

Amount (in words) ——————

Reference to chalan——————

Signature and designation of the Officer receiving the money.

NOTE—This counterfoil shall be kept by the Officer collecting the money.

2

RECEIPT BOOK No.——————

RECEIPT NO.——————

Date——————

Name of society——————

Name of central bank——————

Received from——————

son of——————

through ——————

Amount (in words) ——————

Reference to chalan ——————

Signature and designation of the Officer receiving the money

NOTE—This counterfoil shall be sent to the liquidator,

3

RECEIPT BOOK No.——————

RECEIPT NO.——————

Date——————

Name of society——————

Name of central bank——————

Received from——————

son of——————

through ——————

Amount (in words)——————

Signature and designation of the Officer receiving the money.

NOTE—This voucher shall be given to the person from whom the money is collected.

FORM L. F. 3

Chalan Book showing deposit of money in treasury

1

CHALAN

BOOK NO.——— CHALAN NO.———

Date———

Name of society———

Amount (in words)———

———

Collecting Officer.

Rs.———

———

Received Rs.——— and credited in Kharij-az-Siaha account.

Dated———

Signature of Tahsildar.

———

This counterfoil is to be kept by the Collecting Officer.

2

CHALAN

BOOK NO.——— CHALAN NO.———

Date———

Name of society———

Amount (in words)———

———

Collecting Officer.

Rs.———

———

Received Rs.——— and credited in Kharij-az-Siaha account.

Dated———

Tahsildar.

———

This counterfoil is to be kept in the Tahsil treasury.

3

CHALAN

BOOK NO.——— CHALAN NO.———

Date———

Name of society———

Amount (in words)———

———

Collecting Officer.

Rs.———

———

Received Rs.——— and credited in Kharij-a-Siaha account.

Dated———

Tahsildar.

———

This counterfoil shall be sent to the liquidator.

FORM L. F. 4

Liquidator's General Cash-Book

Date of transaction	Serial no.	From whom received or to whom paid	Reference to society concerned.	Total amount			Liquidation fund account			Remarks
				Received	Disbursed	Balance	Paid to and recived in fund	Disbursed from fund	Balance in fund	
1	2	3	4	5	6	7	8	9	10	11

FORM L. F. 5

The Rokar Bahi of the———————liquidated society

Date of transaction	Reference to general cash-book	From whom received or to whom paid	Reference to ledger concerned	Amount received	Amount disbursed	Balance	Remarks
1	2	3	4	5	6	7	8

FORM L. F. 6

Members ledger of the——————liquidated society

Rate of interest——————*per cent per annum*

Date of transaction	Total amount paid to member	Total amount received	Costs of liquidation			Interest			Principal		Shares		Deposits			Other Accounts					Amount referred to Collector for execution	Amount withdrawn from Collector	Nature of collection					Remarks
																Receipts		Payments										
			Fresh demand	Received	Balance due	Fresh demand	Received	Balance due	Received	Balance due	Withdrawn	Balance at credit of member	Received	Repaid	Balance	Due from member	Received	Due to member	Paid	On what account			In cash through Collector	In cash through civil court	In cash otherwise	By adjustment	By writing off	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

FORM L. F. 7

Liquidation costs and Central Bank Ledger of the——————Liquidated Society

Rate of interest——————per cent per annum

Date of transaction	Amount paid				Costs of liquidation			C. B. principal				C. B. interest			C. B. shares		C. B. miscellaneous					C. B. deposit			Remarks
	Total	By cash	By adjustment	By writing off	Fresh debt	Paid	Balance to be paid	Paid	Arrears to be paid	Number of days	Number of units	Fresh debt	Paid	Balance to be paid	Paid	Arrears to be paid	Payable by society	Paid	On what account	Receivable by society	Received	Made	Withdrawn	Held	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

Accounts and Registers to be maintained by Liquidators

Liquidators should maintain their registers and accounts in the following forms. L. F. 1 would only be kept by those liquidators who have more than one liquidated society to deal with. L. F. 2 and L.F.3 should be in the form of bound and duly numbered books and each Tahsildar should be supplied with one book of each ; the liquidator would keep one book in use himself at one time, and would not have a separate book for each society. L. F. 4 is the general cash-book and is the most important of all the registers. L. F. 5 would be in the form of a register, in which two pages are assigned to each society; it will thus be the consolidated *rokar bahis* of all the societies. It will be seen that the form is exactly the same as that of the *rokar bahis* maintained in working societies ; the spare pages of these *rokar bahis* can be taken out and stitched together so as to obtain the register in form L. F. 5 at practically no cost. There will be one book for each society in form L. F. 6; in fact there will be no need to print these forms and books for the existing ledgers of working societies would be continued in use with the following alterations:

(1) Column 2 will show the total amount paid to the member.

(2) Columns 4 to 6 would be headed "cost of liquidation" instead of shares.

(3) Columns 10 and 11 will be altered to "Received " and "Balance due" respectively.

(4) Columns 12 and 13 will be headed "Shares" and show respectively "withdrawn" and "balance at credit of members".

(5) Column 22 may show the amount referred to Collector for execution, and column 23 the amount thereof withdrawn.

(6) The remaining columns for instalments would be used to show the nature of collections, viz., (i) in cash through Collector, (ii) in cash through civil court, (iii) in cash otherwise, (iv) by adjustment and (v) by writing off.

Entries must be made in the ledger from the date of liquidation, a red line being drawn below the previous entries of the society while working, to mark the distinction between the two.

L. F. 7 would like L. F. 5 be in the form of a register, in which two pages are kept for each society; it will thus be the consolidated ledgers of non-members (chiefly the central bank and costs of liquidation) maintained for each society. In cases in which the society had dealings with non-members other than the central bank, it will be necessary to enter such accounts on a separate page, assigning an extra page to the society for the purpose in the register. No specific forms can be provided for L. F. 8, a proceedings book and L. F. 9 a guard book of inquiries made into claims by or against a society, etc. In addition to these registers every liquidator must maintain a copy of all reports and returns submitted by him in forms L. 1 to L. 9.

It may be explained that when any money is received, the liquidator will first make the entry in the general cash book (L. F. 4). He will then make the corresponding entries in the consolidated *rokar bahi* (L. F. 5), in the name of the society concerned and in the members' ledger of that society (L. F. 6) in the name of the member from whom

the money was recovered. Thereafter the momey would be shown as paid ; the non-members' ledger (L. F. 7) will show how much money should be paid to which head and entries will be made accordingly in it as well as in the *rokar bahi* of the society (L. F. 5) and in the general cash-book (L. F. 4). In following this procedure it is true that a little time will be spent in finding out the appropriate members ledger (L. F. 6) from among 50 or 100 such ledgers. But there is no way of avoiding this if the accounts of the members are to be correctly and properly maintained. The liquidator should arrange to keep all these ledgers on one shelf arranged alphabetically (or in some other suitable fixed order) and do the work systematically and methodically, returning the ledger to its proper place after making the necessary entries ; in this way the difficulty referred to will be minimized.

FORM L-4

Scheme for the repayment of the claims against the ————————————Liquidated society as on——————————19

Serial no.	Nature of claim	Name of the claimant	Member or non-member	Amount of claim		Date of interest	Date of maturity of the claim, if any	Remarks
				Principal	Interest up to date of liquidation			
1	2	3	4	5	6	7	8	9

FORM L-5

Progress report of liquidated societies of——————*district for the period ending on* —*March 31, / September 30,*— 19

(Figures should be given in rupees ; annas and pies to be omitted)

Serial no.	Name of society	Date of liquidation	Transaction with members						Other assets to be realized, e.g. shares in Central Bank, value of stock	Balance in hand or in bank or post office, etc.	Liabilities still pending		Estimate of probable collections in next six months	Remarks with explanation of short collections
			Demand		Collection		Balance							
			Amount due at the time of liquidation	Demand since liquidation	During the period in question.	Since liquidation and up to date	Balance to be realized	Estimated as irrecoverable			Debts of the society	Other liabilities		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

FORM L-6

Statement for calculation of paying capacity

Serial no.	Name of member with parentage and caste	Property					Cultivation					Other annual income		Annual rent and revenue payable	Net annual income	Paying capacity	Arrears of rent and revenue, decretal amounts etc.	Remarks
		Movable		Immovable			Details of cultivation			Total								
		Description	Value	Description	Value	Total value	Nature of crop	Area	Net earning	Area	Net earning	Source	Amount					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

FORM L-7

Scheme of contribution or recovery of assets to be submitted to the Registrar, Co-operative Societies, U. P. Lucknow

Name of society——————*Name of central bank*——————*Tahsil District*——————*Date of liquidation*

Debt of the society	To Government				To the central bank				To non-member				To members				Grand total of debts	In hand		Balance of debts to be paid	Other liabilities		
	Principal	Interest	Other items	Total	Principal	Interest	Other items	Total	Principal	Interest	Other items	Total	Principal	Interest	Other items	Total		Cash	Invested		Shares	Reserves and other funds	Total

Serial no.	Number of member with parentage and caste	Account of member at time of liquidation					Realized since date of liquidation	Present account of member						Paying capacity	Amount realizable	Amount estimated irrecoverable	Additional demand on the basis of			Total amount to be recovered	Remarks
		Shares and deposit at credit of member	Amount due by member as					Shares and deposits due to member	Amounts due by member as								Suretyship	Shares adjusted	Joint responsibility		
			Principal	Interest	Other items	Total			Principal	Interest	Other items	Cost of liquidation	Total								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

NOTE—Representations against the proposed contributions, if any, should be made to the Assistant Registrar within one month of publication.

FORM L-8

Contribution order

Passed by the liquidator determining the contribution to be made by the members, past members or the legal representatives of members to the assets of the society.

I, the liquidator of the dissolved society at——————— affiliated to the——————————Central Bank, do hereby order that the amounts noted below shall be paid as contribution and costs of liquidation under clauses (*b*) and (*d*) of section 42, sub-section (2) of the Co-operative Societies Act (II of 1912), by—

Name of person——————————s/o——————————

caste——————————————— residence ——————

Amount to be recovered—(*a*) as contribution Rs.——————————

(*b*) as costs of liquidation Rs.——————

(*c*) Total Rs.——————————————

Future interest will be charged on an amount of Rs.————or whatever remains thereof after collections have been credited first to costs of liquidation and thereafter to the reduction of this figure at ————————per cent with effect from——————

Date —————————— *Liquidator.*

Requisition

The Registrar, Co-operative Societies is hereby requested to move the Collector to realize the above amounts as arrears of land revenue under section 42 (A) of the Co-operative Societies Act, II of 1912. The Collecting Officer may please be asked to maintain an account of the amount under recovery in the space provided below for the purpose. The property from which recovery may be effected is situated in—

Village——————————Tahsil ——————————

District——————and is as follows:

Date—————————— *Liquidator.*

Account of the amount under recovery

Date	Demand of interest	Collection	Balance to be recovered	Amount on which interest to be calculated

FORM L-9

Final Report of a Liquidated Society

Part A

1. Name of liquidated society (with financing agency) .. .. ..
2. Date of registration .. ..
3. Date of dissolution .. ..
4. Date of completion of liquidation proceedings .. .. ..
5. Amount of surplus balance with the name of custodian .. ..
6. Proposals of the members for utilization of the surplus balance on some work of public utility and the agency through which it is to be carried out .. ..
7. Recommendations of the liquidator for the above .. .. ..

Part B

8. Have all liabilities been repaid ? if not, give details (creditors' amount and reasons) .. .. ..
9. What were the liabilities at the time of liquidation ? .. .. ..
10. Amount that was to be collected on liquidation from members (principal, interest, other charges) .. ..
11. Amount actually collected from members : .. ..
    (*a*) through collector .. ..
    (*b*) by liquidator himself .. ..
    (*c*) by execution in Civil Court ..
12. Was joint liability enforced ? if so, given reasons .. . ..
13. Were all assets collected ? if not, give reasons .. .. ..
14. Any other remarks .. ..

NOTE—The liquidator's file of proceeding should be appended and the Basta of the society duly arranged (with a list of all the books and registers) should be sent to the office of the Assistant Registrar concerned.

Date——————————

Liquidator.

PART VII

Forms of Reports and Returns

PART VII

FORMS OF REPORTS AND RETURNS

CONTENTS

Pages

8

MONTHLY PROGRESS REPORT

_______________ CENTRAL / DISTRICT BANK, LTD.

For the month of_______________19 .

1. Number of societies. Number registered during the month _______ Number dissolved _______

2. Total number of audit notes received by bank since 1st July. _______ Number of compliance reports of objections on audit notes submitted to Assistant Registrar's Office. _______

3. Capital borrowed during the month. (a) From individuals _______ (b) From societies _______ (c) From bankers. _______

4. Shares. (a) Arrears at end of last month. _______ (b) Demand for the month. _______ (c) Collect on in the month. _______ (d) Balance to be recovered. _______

5. Demand and collections.

	Principal					Interest					
	Arrears at end of last month	Demand for the month	Collection in the month	Balance to be recovered	Amount over-due	Arrears at end of month	Demand for the month	Collection in the month	Balance to be recovered	Amonnt over-due	Remarks
(a) From individuals.											
(b) Form central banks.											
(c) From societies—											
(i) Working societies.											
(ii) Liquidated socities.											

(State what steps are being taken)

____

____

____

6. Capital repaid. (a) To individuals. _______ (b) To societies. _______ (c) To bankers. _______

7. Loans issued (1) To individuals_______________
(2) To primary societies_______________
(3) To central societies_______________

8. Chief objects of loans given to societies—
(1) Bullocks. (2) Rent. (3) Subsistence.
(4) Marriage. (5) Debt. (6) Milch buffalo.
(7) Trade. (8) _______ (9)_______(10)_______

9. Expenditure on establishment. Budget average. _______ Actuals of month. _______

10. Expenditure on contingencies. Budget average. _______ Actuals of month. _______

11. (1) Largest cash balance in month——————date——————

(2) Samllest cash balance in month——————date——————

(3) Closing balance on the last day of the month in hand——————
in post office——————————

(4) Deposits falling due next month——————————

(5) Estimated repayments by societies——————————

(6) Estimated loans to societies ——————————

Dated——————19 .

——————————
Office Manager.

NOTES—(1) Should any of the entries be abnormal a brief explanatory note should be given in the space below.

(2) There should also be given below a concise note on important matters that have come up during the month, e.g, changes in rates of interest, changes in staff, any important resolutions of the Board of Directors or the Executive Committee, suits instituted against societies or individuals, etc. The progress of distributive and productive societies financed by the bank should also be referred to.

(3) This statement should be punctually submitted by the Office Manager on or before the 3rd of every month to the Assistant Registrar through the Inspector of the Circle. A duplicate copy must be laid before the Committee or Board of Directors at their next meeting.

MONTHLY PROGRESS REPORT OF————————, INSPECTOR OF CIRCLE————————, COMPRISING———— WORKING AND————LIQUIDATED SOCIETIES FOR THE MONTH OF————————19 .

—		During the month	Since 1st July
	PART I		
1. Touring ..	(a) Number of days on tour		
	(b) Number of nights spent in villages which are not either district or bank or tahsil head-quarters		
2. Inspection	(a) Number of societies in which general meetings were attended		
	(b) Number of societies inspected ..		
	(c) Do. times model society visited ..		
	(d) Do. societies under organization visited		
	(e) Do. liquidated societies visited ..		
3. Reorganization.	(a) Number of societies in which preliminary training was given to members to work as secretaries		
	(b) Number of orders received for inquiry under section 35		
	(c) Number of inquiries made		
	(d) Do. societies—		
	(i) recorganized		
	(ii) expected to be re-organized ..		
	(e) Number of societies recommended for liquidation		
	(f) Number of inquiries pending ..		
	(g) Dates of receipt of two oldest orders still pending inquiry		×
4. Audit ..	(a) Number of societes super-audited ..		
	(b) Do. audit notes received ..		
	(c) Do. audit notes reviewed ..		
	(d) Do. audit notes pending review ..		×
	(e) Dates of two oldest audit notes still pending review		×
	(f) Number of reviews in which complete compliance reports were received ..		
	(g) Number of reveiws pending compliance—		
	(i) with supervisors		×
	(ii) with banks		×
	(iii) in all		
	(h) Dates of two oldest reviews pending compliance.		×
5. Liquidation	(a) Number of liquidated societies finally closed		
	(b) Do. societies brought under liquidation		
	(c) Dates of two oldest societies under liquidation		×
	(d) Number of liquidated societies in which contribution schemes no yet framed ..		×
	(e) Approximate collections from liquidated societies by liquidator or with his help ..		
6. Arbitration	(a) Number of cases received for arbitration ..		
	(b) Ditto disposed of ..		
	(c) Ditto pending decision ..		×
	(d) Dates of two oldest cases pending decision		×
7. Study	.. Name of publications read		×

PART II

General notes, requiring the attention of superior officers or explaining delays, deficiencies or difficulties on any of the points touched on above or in connexion with (a) the work of auditors. (b) the work of supervisors (c) the introduction of agricultura improvements, (d) the introduction of education for members or their children (e) the adoption of resolutions for thrift, etc.

MONTHLY AUDIT PROGRESS REPORT OF——————, AUDITOR

ATTACHED TO——————————CIRCLE FOR——————————19 .

Names of central banks	Number of societies allotted for the whole year		Number of societies audited up to the end of the previous month		Number of societies audited in the month under report		Total number of societies which still remain to be audited		Remarks
	Central	Primary	Central	Primary	Central	Primary	Central	Primary	
1	2	3	4	5	6	7	8	9	10

PARTICULARS OF SOCIETIES AUDITED

Serial no.	Name of society	Regis-tration number and date	Name of Central Bank	Date of audit		Classi-fication	Date of sub-mission of audit note to circle officer	Date of submis-sion to society	Remarks
				Com-mence-ment	Com-pletion				
1	2	3	4	5	6	7	8	9	10

CENTRAL BANK

QUARTERLY FINANCIAL STATEMENT FOR THE QUARTER ENDING 31ST MARCH/DECEMBER, 30TH JUNE/SEPTEMBER, 19 .

PART I—*Liabilities and Quasi-Liabilities*

Name of bank	Outside the movement				Within the movement							
	Deposits fixed, current or savings bank by non-members or by members in an individual capacity	Debentures	Overdrafts from outside banks, e.g. Presidency or Joint Stock	Other items	Fixed deposits or loans received from societies or Central Banks or Provincial Bank	Drawn portion of cash credit with Provincial or other Co-operative Bank	Savings banks or current accounts held in favour of societies or Central Banks	Reserve fund of bank itself	Paid up share capital	Other items	Undrawn liabilities, e.g., cash credit accounts guaranteed by the Provincial Bank to Central Bank or to societies and by Central Banks to other central banks or societies	
											To cover deposits	For loan transaction
1	2	3	4	5	6	7	8	9	10	11	12	13

ASSETS AND QUASI-ASSETS

Outside the movement				Undrawn balance of assured cash credit		Within the movement							Net porfit of past year	Rates of interest on which money is usually—		Last dividend declared	Remarks
Cash in hand and in outside bank	Government paper	Post office savings bank deposits	Other investments of a liquid nature in outside concerns	With Presidency or Joint Stock Bank	With Provincial Bank or other Co-operative Bank	Loans to agricultural societies	Loans to non-agricultural societies	Loans or deposits due to Central Bank by the Provincial Bank or other Central Banks	Laons and deposits due to Provincial by Central Banks	Uncalled share capital	Guaranteed share capital	Other investments inside the movement		Borrowed	Lent		
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

PART II

Name of Bank	Deposits or debentures of the kind dealt with in columns 2 to 4 and 6 to 8 of Part I						Repayment of loans by societies		
	On current or savings bank account	Deposits for not more than three months	Other deposits and debentures falling due				Estimated		Actual in twelve months preceding present quarter
			In twelve months from commencement of present quarter	In next twelve months	On twelve months following	In subsequent years	In twelve months from commencement of present quarter	In next twelve months	
1	2	3	4	5	6	7	8	9	10

PART III

Name of bank	Portion of deposits or debentures of the kind dealt with in columns 2 to 4 and 6 to 8 of Part I falling due in each quarter in twelve months from commencement of present quarter (4th column of Part II)				Repayment of loans by societies estimated in each quarter in twelve months from commencement of present quarter (column 8 of Part II)			
	I Quarter	II Quarter	III Quarter	IV Quarter	I Quarter	II Quarter	III Quarter	IV Quarter
1	2	3	4	5	6	7	8	9

Instructions for filling up improtant columns of the quarterly financial statements

PART I

Column 2.—Loans and deposits received in an individual capacity from members and non-members should be shown here.

Column 3—Please see the definition of debentures (Page 158 Manual, Volume I). Very few banks have any unredeemed debentures. If the bank has got any such debentures, their value should be noted.

Column 4—Includes all borrowings from joint stock banks or private banks or bankers whether in the form of a cash credit or loan.

Column 5—Amounts due to (1) Government (2) private firms for goods purchased, etc. should be shown here. Items due to Central Banks and societies, e.g. (1) excess of secretary pay fund realized (2) price of stock purchased from industrial societies, etc. should however not be shown here but under column 11.

Columns 7, 12, 13, 19 and 22.—Some central banks have secured cash credits from other central banks : suppose the cash credit is for Rs.15,000 and only Rs.4,500 have been drawn then the borrowing bank should show Rs.4,500 in column 7 and the undrawn portion, viz. Rs.10,500 in column 19. The bank which allowed the cash credit should, however, acknowledge Rs.4,500 under column 22 and Rs.10,500 either under column 12 or 13.

Column 15—Postal cash certificates should also be included in Government paper, and the Government paper should be shown at its market value. The market value of Government paper purchased in previous years should be taken to be the same as was notified by the Registrar at the time of the preparation of the last annual returns. The market value of Government paper purchased during the year should be the purchase price. The value of postal cash certificates should be in accordance with that specified on the back of the certificate. If any Government paper has been plended for cash credit the fact should be noted.

Column 16—The amounts in Post Office Savings Bank should be noted here ; if the amount exceeds Rs. 10,000, reasons for this excess should be given.

Column 17—Investments in joint stock banks and Trust Securities (other than Government paper) which can easily be converted into cash or pledged should be mentioned here. Full details should also be given of such investments.

Column 18—If a cash credit of say Rs.20,000 has been obtained from a Joint Stock Bank and Rs.8,000 has been drawn out of the cash credit then Rs.8,000 would be shown under column 4 and the balance Rs.12,000 should be shown under column 18.

Column 19—The column has already been explained and the heading should be read as "with provincial and other central banks".

Column 22.—The amount due from central banks either within or outside the province should be given here with details.

Column 23.—Will remain blank as there is no provincial bank in the Province.

Column 24—The uncalled share capital to be shown in this column should be the subscribed capital minus the paid up capital minus the share arrears.

Column 25—No bank in the province has guaranted shares and the column should remain blank.

Column 26.—(*a*) Investment in the district banks shares.

(*b*) Secretary pay fund due from societies.

(*c*) Audit fee due from societies.

(*d*) Price of seed and stock recoverable from societies.

(*e*) Value of trading stock in hand, etc. should be shown here.

PART II

Matured fixed deposits which have not been withdrawn and have not been re-invested should be shown in column 4. The actual estimates of repayment shown in columns 8 and 9 may of course differ from the instalment fixed for repayments. In cases of deposits taken for a definite term of notice and for which no notice has been received :

(1) If the notice required is for not more than three months, they should be shown under column 3 ;

(2) If the notice is for not more than a year, they should be shown under column 4 ;

(3) If the notice is for a year, they should be shown under column 5 ; and

(4) If for longer periods, under columns 6 and 7 as the case may be.

PART III

Requires no explanation and gives the details of certain columns of part II.

LIQUID COVER

Under Government rules co-operative banks are required to maintain a liquid cover to the extent of 25 per cent of column 3 of part II and columns 2 and 3 of part III, 33 per cent of savings bank deposits (included in column 2, part II) and 60 per cent of current deposits (included in column 2 part II), and if any bank fails to comply with the provisions of the above rule the circumstances should very clearly be stated in the statement and it should also be stated as to what arrangement the bank has made to meet the maturing liablities.

The Inspector shall when forwarding the Financial Statement to Registrar note whether the liquid cover is sufficient or not and suggest measures to remove the defect.

Statement for the Assessment of Audit Fee from Societies owing more than 75 per cent of the Working Capital on 30th June, 19 .

Name of Central Bank——————

Serial number	Name of Society	Owned capital			Loans and deposits held	Total working capital	Audit fee at $3\frac{1}{2}$ annas per cent.	Remarks
		Share capital	Reserve and other funds	Total owned capital				
1	2	3	4	5	6	7	8	9

Form M. O. 1

I CERTIFY that as a result of the audit of the accounts of——————

——————co-operative $\frac{\text{bank}}{\text{society}}$ registered no.——————of 19 , it is

entitled to get from the Government a refund of Rs.——————

(in words)———, which is three-fourths of Rs.——————, the

amount paid by the said $\frac{\text{bank}}{\text{society}}$ as money order commission on remittances to $\frac{\text{central}}{\text{other}}$ co-operative $\frac{\text{bank}}{\text{societies}}$ during the period——————

to——————.

I also certify that I have defaced all the money order receipts of the abovenamed period and have verified the figure shown as assets on this account in the balance-sheet and that Rs.———due to the $\frac{\text{bank}}{\text{society}}$ on account of refund due for previous years have not yet been received.

Date——————   ——————————

Auditor,
Co-operative Societies.

Form M. O. 2

No.———, dated Lucknow, the ———19 .

To the————central bank.

A sum of Rs.———sent by money order / through the United Provinces Co-operative Union on account of refund of money order commission paid by the societies affiliated to the said bank as detailed in list no.—, dated— / the certificate from the circle officer——— / auditor

The audit certificate received therewith have been duly defaced and cancelled.

(*Signed*) ———

Head Assistant,
For *Registrar,*
Co-operative Societies,
United Provinces, Lucknow.

Form M. O. 2

No. ———, dated Lucknow, the ———19 .

To the ——— central bank.

Please receive by money order / through the United Provinces Co-operative Union a sum of Rs.———on account of refund of money order commission paid by the societies affiliated to your bank as detailed in list no. ———, dated——— / certificate from the circle officer——— / auditor, and acknowledge the receipt thereof in the form prescribed and credit the same in accordance with the instructions on the subject.

(*Signed*) ———

Head Assistant,
For *Registrar,*
Co-operative Societies,
United Provinces, Lucknow.

Form M. O. 3

District / Central Co-operative bank————

No.————. Dated————

Received from the Registrar, Co-operative Socities, United Provinces, a sum of Rs.———— by money order / through the United Provinces Co-operative Union on account of refund of money order commission paid by the societies affiliated to the bank as detailed in list no.———— / the certificate dated————from the circle officer / auditor ————. The same has been credited in the account books in accordance with the instructions on the subject.

(*Signed*) ————

Designation ————

Date————

Form M. O. 3

District / Central Co-operative bank————

No.————, Dated————

Received from the Registrar, Co-operative Societies, United Provinces, a sum of Rs.———— by money order / through the United Provinces Co-operative Union on account of refund of money order commission paid by the socioties affiliated to the bank as detailed in list no.———— / the certificate dated———— from the circle officer / auditor ————. The same has been credited in the account books in accordance with the instructions on the subject.

(*Signed*) ————

Designation ————

Date————

Form M. O. 4

Abstract no.————,dated————of circle————, of money order commission refund certificates of societies affiliated to the————co-operative bank.

Name of society	Registration no.	Amount to be refunded	Period to which the refund relates	Remarks

Date———— (*Signed*)————

Circle Officer————

....

Received list no.———, dated————, from the circle officer of————, forwarding certificates for the refund of Rs.———— to the societies affiliated to the———— central bank as detailed in the said list.

Date———— (*Signed*)————

Designation————

Forms for the Account of Rural Improvement Fund

Form R. I.-1

Name of Central Bank	Total amount at the credit of the Fund in the beginning of the year		Receipts				Disbursements			Balance		Remarks
	In Current Deposit	In Fixed Deposit	New Amounts credited during the year	Interest on 2, 3 and 4	Recoveries from loans advanced: Principal	Recoveries from loans advanced: Interest	Loans advanced	Grants made	Amount actullay returned to Registrar	In Current Deposit	In Fixed Deposit	
1	2	3	4	5	6	7	8	9	10	11	12	13

Form R. I.-2

Name of Society	Loan transactions				Demand and overdue account								Remarks
					Principal				Interest				
	Outstanding at beginning of year	Loans repaid during year	Loans advanced during year	Outstanding at beginning of year	Overdue of year	Collections	Demand of year	Overdue at close of preceding year	Overdue of preceding year	Demand of year	Collections	Overdue at close of year	

Instructions for filling up audit notes

The new form of the audit note should be brought into use forthwith. The necessity for the revision of the form has arisen partly on account of the fact that a large number of important points have been missed by auditors in the past, resulting in embezzlements remaining undetected for years partly on account of the poor capacity of the auditors and their tendency to carry out a mechanical and unintelligent audit ; and partly on account of the delay involved in the compliance of the audit note and difficulty of picking out the salient points requiring attention. At first sight it will appear that the new form is more complicated than the old one, as there is a much large number of questions ; but after a little experience it will be found that it is not as bad as it seems.

The underlying principle of the new audit note is that the auditor has not only to point out mistakes, but to rectify them as well and explain how they are to be avoided in future. The main body of the audit note contains a series of points for enquiry, either from the register or from the members orally. Any irregularity found should be noted in an "Objection Statement" prepared in the language of the society ; this should then be put up before a general meeting and the necessary resolutions passed and rectifications made wherever possible, before the auditor leaves the village. This done, the auditor should write out a short note in English dealing with the whole condition of the society and in particular with points requiring special attention.

It will be seen that the wording in the main body of the new form differs from that of the old one. The auditor has no longer to answer a series of questions ; instead he will simply have to state against each point "noted" or "compared" or "checked" or "nil" and so on, and occasionally he might have to give a figure or two. The idea is that as efficiency increases, the whole audit note can be done away with and converted solely into a set of general instructions for audit but for the present its retention is necessary. The following words have been used in the form with the technical meanings stated against each :

"MENTION"—state in the body of the audit note.

NOTE—state in the Objection Statement in the language of the Society, giving details with reasons where possible.

"COMPARE" or "CHECK" implies that important discrepancies, if any, should be noted in the Objection Statement ; petty discrepancies and clerical errors would not be noted but would be corrected by the auditor wherever necessary.

In fact the "Objection Statement" is the real audit note, while the 211 points for enquiry are only meant for the guidance of the auditor to enable him to collect the necessary information, for seeing that he performs his duty properly and for fixing the responsibility for such mistakes as he may fail to detect.

The auditor would commence his audit with Part I and go through each point of enquiry one after the other ; for Part I he would examine the proceedings book, and make the necessary entry against each point seen by him, and a note in the Objection Statement if he finds anything that should be noted. The points in Part II would be answered

with the help of the Central Bank Pass Book, the Central Bank Ledger, the vouchers received from the Central Bank and the cash book of the Society. Thereafter Parts III, and IV-A would be taken up together.

In Part III a comparison of each member's ledger has to be made with the different registers and records (member's register, share register, deposit register, *haisiat* register, loan applications, pronotes, proceedings book, litigation register, cash-book and vouchers) while in Part IV-A the member's ledger is further scrutinized; hence the most convenient way for the auditor to carry out this work would be to compare each member's ledger with the entries in these registers and to carry out the scrutinizing, noting for each member the objectionable items in the Objection Statement (Part VII). After examining the accounts of all members and noting the objections, the auditor would find himself able to reply to the various queries in Part III and Part IV-A.

Portion IV-B requires no explanation and most of the queries can be answered by turning over the pages of various registers.

After all the registers have been checked as required in portions I to IV, the auditor should look into the annual returns and complete the replies to portion V.

Portion VII would be prepared along with the writing out of portions I to V as already explained.

Next oral enquiries have to be made as regards the various points mentioned in Part VI. Many of these might conveniently be made on the first evening, before the checking of the registers and the preparation of the objection statement is complete and if there is time, there is no reason why a general meeting should not be held for a consideration of as much of the objection statement as is possible. Any way this general meeting must be held on the second evening and the objections laid before it and removed as far as possible.

Each objection would form a separate subject of discussion and the decision taken would be noted by the Secretary in the proceedings book and by the auditor in the second half of the objection statement. Those objections which could not be removed at the meeting would be suitably marked for future compliance, and it will be for the supervisor and the inspector to see that they are properly attended to.

After this is done, the auditor would finish the work by preparing in English a brief appreciation of the condition of the society and the points requiring the attention of the Central Bank or of superior officers in fact a sort of inspection note. He would mention these points under the following broad heads, viz. (1) Financial condition, (2) Membership, (3) Meetings, (4) Administration, (5) Accounts and Registers, (6) Supervision, (7) Co-operative Education, (8) Improvements, and (9) General. It matters little whether any particular point is noted under one head or under another. An extract from the recent instructions to inspectors is attached and will show roughly what points are to be dealt with.

The auditor would have to prepare two copies of this general note in English (he can do so on carbon paper) in addition to making a corresponding entry in the language of the society in its inspection book, he would also have to prepare three copies of the Objection State-

ment with the action taken thereon all in the language of the society (this also can be done with carbon paper) ; there would only be one copy in English of the main body of the audit note (Parts I to VI). He would send the latter with one copy of the objection statement and one copy of the general note to the inspector, another copy of the objection statement and the general note to the central bank and leave third copy of the objection statement with the society. All these copies must be prepared before leaving the village, and they should submit the audit notes with their fortnightly diaries ; any auditor failing to send such audit note with his diary may find that he gets no travelling allowance for the period.

One difficulty about the audit note is that it involves duplication of work, under the standing instructions that an audit must be an audit up to date. The various alternatives have been duly considered, but no satisfactory arrangement can be found. These instructions will therefore remain as they are ; that is an auditor must audit for the last complete co-operative year (called for brevity "the previous year") and must also check the accounts since the beginning of the year up to date (called "the current year").

In conclusion, it has been pointed out to me that in the first instance a thorough audit along the lines of the new audit note would take not less than 2½ days on an average. I am prepared to reduce the number of societies to be audited by one auditor to 100 as a temporary measure during the current year, with effect from the date of introduction of this form, but I insist that the audit must be thorough, and if any serious mistake or general slackness in audit is found during the course of super audit or enquiry, the auditor concerned will get into serious trouble. Auditors must remember that their business is not merely to detect embezzlements but to prevent them.

An extract from recent instructions to inspectors

The first thing one wants to know about a society is whether it is financially sound ; it is working at a reasonable profit—a real profit and not merely one on paper—and if not what exactly is wrong and how is it to be put right. Comments about the working capital, the share money, the deposits, the reserve fund, the overdues to the Central Bank, the contingent expenses, the depreciation of stock (if any), the inclusion of irrecoverable items as assets, the rate of interest, the distribution of profits, and so on would all come under this head.

Membership and meetings require no explanation. Administration means the general working of the society, the extent to which it is fulfilling the primary objects of its existence. It would include comments on the Panchayat and its working ; loans to members and their repayments, overdues from members, the objects and the utilization of loans, their monopolization, including references to paper transactions, over-loaning, under-loaning, etc., also about borrowings from outside by members, the correct fixing of their maximum and normal credit and adherence thereto, and the shares purchased by them in their Society ; consideration of the previous audit and inspection note would also be referred to here, and mention would also be made of embezzlements, litigation, and so on. In fact this head deals with the internal administrative affairs of the society.

When dealing with the state of the accounts and registers, the work of the secretary and the way in which he deals with the members would also be commented on. The head supervision is self-explanatory while Co-operative Education should refer to the training imparted and tested by himself as regards the elementary principles of co-operation. The practical results of this training would naturally come under Improvements; this would refer to the adoption or rather the carrying out of resolutions about thrift and social reform, to any improvement, in the economic condition of the members, to the extent to which they have adopted better banking, to any agricultural or veterinary improvements; that they may have taken up, to the spread of education sanitation, and the improvement of their health, to the betterment of their mental or moral condition and to the organization of the joint social life of the villages, in short to the extent to which the Society has been able to proceed towards its goal of better banking, better farming, better business, and better living.

The last head would, as its name implies, deal with general topics and in particular with reorganization and the needs of the society, the popularity of the society or otherwise and the attitude of the neighbours (the landlord, the money-lender, the trader, the villagers, etc.) towards it, the names of the influential persons of the vicinity whose interest has been enlisted by the inspector in the affairs of the society, and its classification mentioning whether it is improving or deteriorating, if so, in what aspects and why.

AUDIT NOTE

Name of the society which has been audited——————

Name of central bank to which it is attached——————

Registration number of the society——————

Date of registration of the society——————

Number of members in the society on date of audit——————

Year for which society was audited 19————19————

Date of completion of audit——————

Classification of the society——————

The number of nights spent in the village——————

Name of the auditor who audited the society——————

Statement of Financial Conditions

Liabilities	Rs.	n.P.	Assets	Rs.	n.P.
Reserve fund of society			Cash in hand		
Bad debt and other funds of society			Value of stock in hand		
Undistributed profits			Approximate market value of cash invested outside the central bank.		
Shares of members in society			Shares of society in central bank		
Dividend due thereon			Dividend due thereon		
Deposit of members in society			Deposit of society in central bank		
Deposit by non-members in society			Loans due from other societies		
Loans due to other societies			Shares overdue by members to society		
Shares overdue by society to central bank ..			Loans due by members to society—		
Loans due by society to central bank—			(1) Of which overdue		
(1) Of which overdue			(2) Matured but not overdue		
(2) Matured but not overdue			(3) Not matured		
(3) Not matured			Interest overdue by members to society ..		
Interest overdue by society to central bank ..			Litigation charges, etc., due from members ...		
Secretary pay fund contribution due to central bank			Other assets		
Supervision fee due to central bank					
Audit fees due to central bank					
Litigation charges. etc., due to central bank ..					
Other contingencies or establishment charges due ..					
Total ..			Total ..		

General Remarks

Audit note for the year 19

Name of society——————

The general financial condition of the society may be seen from the following table :

Internal liabilities			Face value	Market value
Liabilities to members :		Assets in hand ..		
(a) Shares ..		Assets to be recovered :		
(b) Others ..		(i) Not overdue		
Outside liabilities		(ii) Overdue ..		
Total ..		Total ..		

I. MEETINGS

Annual General Meeting

1—Note if the *panchayat* and treasurer have not been properly elected or if the treasurer and the *sarpanch* are the same person.

2—Note if any of the *panches* have been in office for too long a period.

3—Note if the annual balance-sheet has not been duly considered or the distribution of profits decided on is not suitable and has been made without proper regard for the overdue interest.

4—Note if the maximum amount of cash balance to be held and the period for which it is to be kept by the treasurer has not been fixed or is not suitable.

5—Note if the principle for the purchase of shares by members has not been laid down or is not suitable.

6—Note if the meeting has not scrutinized the assessment made by the *panchayat* of the value of the property of each member and fixed his maximum credit.

7—Note if the normal credit of each member has not been fixed at the meeting.

8—Note if the maximum amount of loans for members has not been fixed (i.e. the largest amount, which no member's debt to the society should exceed) or if the sum fixed is not suitable.

9—Note if the maximum liability has not been fixed, i.e., the largest amount which the *panchayat* may borrow on behalf of the society or if the amount is not suitable.

10—Note if a suitable date has not been fixed for monthly meetings.

11—Note if any fine has not been fixed for failure to attend meetings.

12—Note if the meeting was not well attended by (i) members, (ii) other respectable men of the village, and (iii) outsiders such as a director of the bank.

Monthly and General Meetings

13—Note if you find that meetings are not held on dates fixed stating how many have not been held on fixed dates and how many not held at all. Mention the total number of (*a*) monthly, (*b*) other general meetings held.

14—Note if the attendance at these meetings is not satisfactory.

15—Note if any meetings have not been attended by (i) the secretary, and (ii) *sarpanch*.

16—Note if the supervisor has failed to attend an adequate number of monthly and other general meetings and mention the number of such meetings attended by (i) the supervisor, (ii) the bank manager, (iii) a director of the bank, and (iv) the inspector.

17—Note if the cash balance has not been verified at the meetings.

18—Note if the condition of the crops of each member and the reasons for any loans being overdue have not been duly considered and other work required to be done has not been properly attended to.

19—Note if there has been any infringement of the rules or by-laws (e.g., business transacted without the necessary quorum).

Panchayat Meetings

20—Mention any changes that have occurred in the *panchayat*.

21—Note if *panchayat* meetings are not held sufficiently frequently.

22—Note if applications for loans are not duly considered by the *panchayat*.

23—Note if the *panchayat* has not inquired into the utilization of loans or taken no action about loans which it has found to have been misutilized.

24—Note if postponements given by the *panchayat* were in any way undesirable mentioning the total amounts and periods of postponements in the case of (*a*) members of the *panchayat*, and (*b*) other members of the society.

25—Note if fines have never been levied by the *panchayat* (e.g., for non-attendance at meetings, share arrears, etc.) ; or if fines levied have not been duly recovered.

26—Note if additional (penal) interest has never been levied by the *panchayat*.

27—Note if the expenses sanctioned for a member of the *panchayat* for any work done for the society appear to be excessive.

28—Note if the *panchayat* has infringed any of the rules or by-laws or has usurped any of the powers of the general meeting.

29—Note if a ***rokarbahi*** is not maintained by a member or local secretary.

30—Note if entries are not made promptly or correctly in the *rokarbahi*.

31—Note if the entries in the ***rokarbahi*** do not correspond with the totals in the cash-book.

II. LEDGER OF CENTRAL BANK

32—Trace all entries in the ledger to (i) the pass-book, and (ii) the cash-book and note discrepancies. Compare with central bank vouchers, if any.

33—Compare share payments with share certificates. Note if the share certificates are not in order.

34—Note if the number of shares the society has purchased in the central bank are in excess of its requirements in view of its normal borrowings.

35—Note if share instalments due to central bank are in arrears giving reasons.

36—Note if share instalments are deducted from loans given out by the central bank.

37—Note if the annual rate of dividend on shares for the previous year has not been communicated by the bank to the society.

38—Note if the dividend due by the central bank for the previous years has not been received by the society.

39—Note if a large amount has been in current deposit for an unnecessarily long period and suggest its transfer to the loan account if any loan is due by the society or to some other account bearing interest if no loan is due by the society.

40—Note if the rate of interest allowed on (i) current and (ii) fixed deposits is inadequate.

41—Note if the interest on these deposits has not been duly received.

42—Note if the amount of normal credit fixed by the central bank is not sufficient for the needs of the society or is larger than the amount which can be advanced to the society, on the basis of shares purchased by it in the central bank.

43—Note if in fixing the maximum credit of the society, its past dealings in respect of punctual repayments, etc. have not been taken into consideration.

44—Note if the maximum liability, i.e., the maximum borrowing limit has been exceeded.

45—Note if the total amount of loan advanced to the society by the bank in the previous year is insufficient.

46—Note if instalments have not been fixed with due regard to the objects of the loans and the repaying capacity of the society (i.e., other payments that have to be made by the society from the same harvest).

47—Note if the half-yearly demands of the central bank have not been properly entered or if intimation of the same has not been received from the central bank.

48—Note if there has been much delay in the repayments of loan giving details of any amounts of principal or interest due to central bank and not yet paid.

49—Note if the repayments are not genuine or are merely paper transactions.

50—Note if repayments have not been credited first to shares and then to the interest and loan accounts.

51—Note if the postponement allowed by the central bank was not necessary, mentioning the amount and period.

52—Note if there are any errors in the arithmetical calculations of interest.

53—Note if all the miscellaneous debts payable to the central bank, e.g. secretary pay fund, money order commission, etc., have not been duly paid.

54—Note if all entries which should have been made in the ledger have not been made.

55—Check all additions and substractions in the ledger and in particular check and initial the balances after each transaction under all the heads of accounts noting discrepancies.

III.—COMPARISON OF REGISTERS

Compare the members' ledger with the following registers and note if—

Members' Register

56—The name of the person whose ledger is being seen does not find a place in the members' register or the dates of his admission shown in the two registers do not agree.

57—The fact of a person having ceased to be a member has not been noted in the ledger or the dates of his resignation in the two registers do not agree.

Share Register

58—The number of shares held and the dates of their purchase shown in the ledger do not agree with those shown in the share register.

59—The total amount of share money shown in the ledger as paid by the member does not agree with the total amount shown in the share register as paid by him.

60—The entry of share repayments in ledger does not agree with that shown in the share register.

Deposit Register

61—The entries as to the amount of deposits received and deposits returned do not agree in the two registers.

62—The dates do not agree.

63—There is any case in which deposits which should have been returned have not been returned or in which they were returned though they should not have been returned.

64—The entries about the amount of interest paid on deposits do not correspond.

65—The dates of payment of interest do not correspond.

66—There is any case in which interest has not been paid on the due date.

67—The amount of interest has not been correctly calculated.

Haisiyat Register

68—The entries of maximum and normal credits in the ledger do not agree with those in the *haisiyat* register.

69—They have not been correctly fixed with due regard to the property owned by, the reliability of, and the needs of the member.

70—There is any case in which entries have not been made for current year (e.g. new member).

71—There is any case in which entries have not been verified by the supervisor and in the case of new members by the patwari also.

72—There is any case of marked variation in the *haisiyat* of a member.

73—The amount and object of loan shown in ledger are not supported by the *haisiyat* register.

Loan applications

74—The amount, object and instalments of loan shown in ledger do not agree with those shown in the loan application as sanctioned.

75—The object of the loan has not been fully and clearly specified.

76—There is a big interval between the date of advance shown in the ledger and the date of the application (i.e. if there has been much delay in granting the loan).

77—The amount advanced differs considerably from or exceeds the amount applied for.

Pronotes

78—The amount and object of loan and the names of sureties shown in the ledger do not agree with that shown in the pronote.

79—The instalments of a loan shown in the ledger do not agree with those shown in the pronote.

80—The rate of interest on the loan shown in ledger does not agree with that shown in pronote.

Proceedings Book

81—The amounts and object of loans shown in ledger do not agree with those shown in proceedings book as sanctioned and with those shown in the proceedings book as distributed.

82—Repayments of loans if shown in the proceedings book do not agree with those shown in the ledger.

83—Extensions or loans shown in ledger do not agree with those shown in the proceedings book.

84—Entries in the proceedings book about fines or penal interest levied do not agree with those in the ledger.

85—The maximum and normal credits shown in ledger do not agree with those shown in proceedings book as fixed at the annual general meeting or at a subsequent general meeting.

86—The entry in the ledger about the resignation of a member does not agree with that in the proceedings book.

87—The entry in the ledger about the election of a new member oes not agree with that of the meeting in the proceedings book.

Litigation Register

88—The entries in the ledger about litigation expenses do not gree with those in the litigation register.

Cash-book

89—All payments made by members as shown in the ledger do not gree with the items of receipts shown in the cash-book (e.g. shares, loan epayments, interest, deposits made, litigation charges, etc.).

90—All payments to members as shown in the ledger do not agree with the items of expenditure shown in cash-book (e.g. share returns, dividends, advances, deposits returned and interest paid on deposits).

Vouchers

91—In the case of all items of expenditure which require to be supported by vouchers, such as money order commission paid, vouchers are missing or the entries do not correspond with the vouchers. After comparison cancel, initial and date them.

IV-A. SCRUTINY OF MEMBERS' LEDGER

92—Note if the half-yearly demand of shares and principal has not been correctly entered.

93—Note if share instalments are in arrears or they have been habitually delayed.

94—Note if collections have been credited to the interest or principal account and not to the share instalments due.

95—Note if the share of a member has been set off against his loan before his removal.

96—Note if the share of an ex-member which should have been returned has not been given back.

97—Note if the dividend due on share has not been entered.

98—Note if dividend payable has not been paid for an unduly long period.

99—Note if the amount of loan advanced in any case is excessive, i.e. there is tendency towards monopolization of loan specially by the *panches*.

100—Note if any members were not advanced loans during the year or were advanced merely nominal amounts.

101—Note if instalments have not been fixed with due regard to the objects of loans and other repayments that have to be made by the members at the same time (i.e. from the same harvest).

102—Note if in cases in which the intervals between advances and repayments are very short, the repayments are not genuine or represent merely paper transactions.

103—Note if there has been much delay in repayments of principal and note the names of those who habitually delay payments.

104—Note if any steps that ought to have been taken for realization of money from defaulters (e.g. arbitration) have not been taken.

105—Note if the amount of loan outstanding in any case is more than what is justified by the shares purchased, i.e. the principle in force for the purchase of shares has not been observed.

106—Note if the amount of loan outstanding in any case exceeds the normal credit.

107—Note if the maximum amount of debt allowed to members as fixed at the annual meeting has ever been exceeded.

108—Examine the calculations of interest, and see that they are not palpably wrong ; also check the calculations in the case of 20 per cent of the members, especially of those who had loan transaction with the society and note discrepancies, if any, encircling the entries thus checked.

109—Note if *additional* (penal) interest has not been charged on overdue loans when it ought to have been charged.

110—Note if penal interest or fines which have been charged have not been recovered.

111—Check all additions and subtractions in the ledger and in particular check and initial the balances outstanding after each transaction, noting discrepancies.

112—Note if all the entries which should have been made in the ledger have not been made (e.g. those relating to the purchase of shares, the fixation of maximum and normal credit, levy of fines, etc.).

113—Check the working statement for the previous year correcting it where necessary and note discrepanices.

114—Prepare a ledger abstract for the current year in the form appended.

IV-B. SCRUTINY OF OTHER REGISTERS, ETC.

Members' Register

115—Note if there is any member whose name appears in the register but for whom there is no ledger (i.e. any name which has not yet been initialed).

116—Note if the register has not been properly filled up, e.g. thumb-impressions not properly taken, name of nominee not entered and attested by the nominator and by two witnesses, etc.

117—Note if there is any marked increase or decrease in membership or if the tenure of membership in any case has been very short.

Share Register

118—Note if there is any entry in the share register which has not yet been initialed.

Deposit Register

119—Note if there is any entry in the deposit register which has not yet been initialed.

120—Note if the rates of deposit do not agree with those laid down in the by-laws.

Haisiyat Register

121—Note if the principle for calculation of the maximum credit is in any way unsuitable.

122—Note if there is any name in the *haisiyat* register which has not yet been initialed.

123—Check the calculations of maximum credit in the case of each member and also the totals for all the members in the *haisiyat* abstract and note discrepancies.

Loan applications

124—Note if all entries have not been duly initialed.

Pronotes

125—Note if all entries in pronotes have not been duly initialed.

126—Note if sureties have not been taken in all cases and their signatures are not in order.

127—Note if any member has stood surety for a large number of members or too large an amount of loan (more than double his maximum credit).

128—Note if witnesses have not been properly taken or the witnesses are the same as the sureties.

Proceedings Book

129—Note if the proceedings are not written in the language of the villagers and free from all literary style.

130—Note if the names of all those present at meetings are not duly entered.

131.—Note if the signatures of reasonable percentage of those present at meetings are not taken at the end of the proceedings.

132—Note if the proceedings book contains overwritings, erasures and unauthorized alterations of a suspicious nature.

Litigation Register

133—Note if any entry has not been made in all cases in which an award has been obtained.

134—Note if decrees have not been executed against all judgment-debtors.

135—Note if any money deposited in court by the judgment-debtor has not been withdrawn.

136—Note if the expenses shown are not reasonable or nor supported by vouchers, and duly authorized. If there are large items without vouchers, make a separate report, to the inspector for making detailed inquiries from the court.

137—Note if any compromise was made in respect of attached property and it was not equitable.

Cash-book

138—If there are any items which have not yet been checked, compare them with books and vouchers if any and note if they have not been duly authorized (especially establishment and contingencies) or if there are any objectionable items.

139—Check and initial the daily and progressive totals and the daily balances noting discrepancies.

140—Note if the restrictions imposed on the amount of cash balance to be kept in hand have not been observed and an unduly large cash balance has remained in hand for a long period, giving amounts, dates and reasons and if necessary suggesting the levy of penal interest.

141—Note if the cash-book is not duly signed by the secretary, *surpanch* and the treasurer.

142—Note if the verification of the cash balance has not taken place at general meetings or the fact has not been mentioned in the cash-book.

143—Note if the verification of cash balance by (i) supervisor, (ii) other official of the bank, and (iii) inspector, is insufficient.

Vouchers

144—Scrutinize vouchers and money order receipts, and note if any of them are suspicious or not genuine.

Inspection Book

145—Note if the society has not been inspected for more than three years by (i) the bank manager, (ii) the inspector, and mention the number of inspections by each in the previous year.

146—Note if the number of times the supervisor has visited the society, attended its general meetings and trained the members in the previous year, is inadequate, mentioning the figure.

147—Note if the number of nights spent by the supervisor in the society in the previous year is insufficient or excessive, mentioning the figure.

148—Make a note as to the important points mentioned in previous inspections which have not yet been attended to.

Audit Note

149—Note if the last audit note has not been properly considered, stating the important points which are still neglected.

Acts, Rules, By-laws, Etc.

150—Note if the society does not possess an up-to-date copy of the registration certificate, the by-laws, rules and Act.

151—Note which if any of the by-laws need amendment and put up for amendment at general meeting.

152—Note if the society has not got an adequate supply of registers, forms of pronotes, loan applications, etc., and a thumb-impression box.

V. FINANCIAL STATEMENTS

Annual Returns

153—Compare the grand totals in the cash-book with the revenue statement and correct the latter if necessary.

154—Check the balance-sheet with the revenue statement and the balance-sheet of the year before.

155—Compare the balance-sheet with the working statement and correct where necessary ; also verify the item of money order commission shown on the assets side as recoverable from Government and note if it is incorrect, or if it has not been received as yet, or if application for refund has not yet been made.

156—If you find everything correct, sign the audit certificate at the foot of the balance-sheet. If there are mistakes, correct them before signing.

157—Check the profit and loss account with the items of profits or losses included in the revenue statement, the balance-sheet of the

previous year and the year before that. Note if the interest accrued so arrived at and shown in the profits and loss account does not tally with the total of interest accrued during the year to the society from each member.

158—Note if the distribution of profits is not in accordance with that sanctioned by the annual general meeting.

159—Note if the Registrar's sanction has not been obtained for the distribution of profits.

160—Note if the reserve fund has not been reimbursed in full in case it had to be drawn upon in the past to meet unforeseen losses.

161—Note if there was any mistake in the calculation of either the working capital or the audit fee demand, making separate report to the Registrar's office in case there is any discrepancy.

162—Note if the audit fee due for the previous year is in arrears.

163—Note if the secretary pay fund demand for the previous year was not correctly calculated.

164—Note if the society owes any money to the central bank on account of secretary pay fund for previous years.

165—Note if the demand of the supervision fund for the previous year was not correctly calculated.

166—Note if the society owes any money to the central bank on account of supervision fund for the previous years.

Current year's accounts

167—Prepare the revenue statement for the current year.

168—Prepare a statement of financial condition in the form attached from the revenue statement and the balance-sheet of the previous year.

169—Check the statement so prepared with the aid of the ledger abstract for the current year.

170—Mention the total loan outstanding with members, giving the average per member.

171—Note if the share capital received from members is less than that paid to the central bank and suggest a suitable remedy.

172—Note if the rate of interest paid by the society to the central bank or that paid by members to the society should be reduced.

173—Note if the audit fee payable for the current year has not been paid or if there is any mistake in the calculation of either the working capital or the audit fee payable by the society, reporting it to the Registrar's office.

174—Note if the amount payable to the secretary pay fund for the current year has not been correctly calculated.

175—Note if the rate at which supervision fees are levied is in excess of the sanctioned rate.

176—Note if the amount payable as supervision fees for the current year has not been correctly calculated.

177—Note if the fluid resources of the society are not adequate, in case it has deposits.

VI. ORAL INQUIRIES

178—Verify the cash balance on the first date of audit by actual counting and state the amount in words in the cash-book. If the cash balance is not forthcoming, make a note and induce the meeting to issue a registered notice to the treasurer to produce the cash balance.

179—Note if the arrangements for the custody of the cash balance, pronotes and registers are not satisfactory or if pronotes are missing.

180—Convene a meeting of the members if possible and read out the name of each member entered in the members' register and ask those present (*a*) if he is alive, (*b*) if he is still a member, (*c*) if he is reliable, (*d*) his parentage, (*e*) his caste, (*f*) his residence, and (*g*) the name and relationship ot his nominee. Compare with the entries in the register and correct where necessary. Note if there are any grounds for suspecting *farzi* members.

181—If there is more than one person from one joint family note the fact.

182—In the case of every ex-member inquire why he ceased to be a member and see if the cause is correctly stated in the register. If any resignations are due to dissatisfaction with the *panchayat* or secretary or supervisor note the fact. Also enquire if his share money has been refunded to him, if two years have elapsed since he left the society. If not, and the ex-member wants back his money, have it refunded at once if possible otherwise note how much money is to be refunded and to whom.

183—In the case of every new member inquire if he is absolutely trustworthy and has been admitted with the consent of the necessary majority; if not, make a note.

184—If there has been any marked or continuous increase or decrease in membership, bring the fact to the notice of the members and ascertain and note the reason.

185—Note if the work of writing the proceedings book and the *rokar bahi* is not done by any of the members; explain to all the literate members how this is to be done and help them to do it.

186—Note if members do not understand the objects of holding meetings and functions of each kind of meeting and explain.

187—Note if the meetings are not held in the village and if the recorded proceeds thereof and attendance thereat are not genuine.

188—Note if the work at meetings is not done with the knowledge and sanction of the members.

189—Note if no definite points are explained to members at meetings or if the salient points of annual returns are not brought home to them and they do not appreciate them.

190—Note if co-operative journals are not read at monthly meetings.

191—Note if the half-yearly demand lists were not prepared and given to the *sarpanch*.

192—Inquire and mention the outturn of the crop in the previous harvest and estimate the prospects of the present harvest. Mention the names of any particular members who have suffered more than

others. Mention if there has been any serious cattle epidemic or fodder famine, and which of the members were affected.

193—Read out from the ledger abstract the names of those whose shares or loans are overdue and ascertain and state in the ledger abstract the reasons, the steps taken for realization and the prospect of recovery. Note if any member has disposed of the produce or property without paying the dues of the society.

194—Note if there is any case in which arbitration was applied for unnecessarily or indiscriminately or in which it was not applied for when necessary. Explain the importance of taking prompt action in such cases and the loss to the society in allowing such default to continue, i.e., the advantages of prompt application for arbitration if other methods fail.

195—Note if postponements have not been correctly given when necessary and at the right time, or if they were given when they were not required.

196—Verify the pass-books of at least two-third of the members including all those whose pass-books were not checked at the previous audit with (*a*) their oral statements, and (*b*) the entries in the ledger, and note suspicious discrepancies, if any, initial in the ledger abstract the names of those whose pass-books have been checked and attach to the objection statement a list of those members whose pass-books were not checked, giving reasons.

197—Note it the members do not keep the pass-books in their own possession; if these are not posted punctually and correctly and they are not free from suspicious entries, erasure, etc.

198—Note if the arrangements for the receipt of money from the central bank are not satisfactory and any inconvenience is caused in the receipt of money from the central bank or repayment thereto, such as delay by the central bank in sanctioning loans, paying the money when the *panchayat* comes to receive it, receiving the money when the *panchayat* comes to pay it, acknowledging the receipt of the money in the pass-books, etc.

199—Note if the members are put to any similar inconvenience in their dealings with the *panchayat*.

200—Note if repayments are not genuine and the genuine needs of members are not satisfied.

201—Note if members have borrowed outside to repay to the society or for any other purpose.

202—Note if there is no scheme for the liquidation of old debts or if it is not working satisfactorily. If there is no scheme, help to frame a suitable scheme, if possible.

203—Inquire into the misutilization of loans, it any; note the results.

204—Make oral inquiries from at least ten sureties and note if they do not realize their duties, rights and responsibilities or if any of them are dead.

205—Note if the members do not understand the objects of shares and the system of deposits or if more local deposits can be secured.

206—Verify the entries in the *haisiyat* register of at least half of the members with their oral statement selecting particularly the cases of members whose entries were not checked at the previous audit and see if in cases of members of a joint family entries have been made of their share only. Corrrect and note where necessary.

207—Note if there are any complaints against the secretary (mentioning whether he is a member, teacher or group secretary) or the supervisor, or the latter has not attended to the co-operative education of the members.

208—Note if the *panchayat* is not popular and efficient and reliable and does not take an interest in the work and realize its responsibilities, powers and duties.

209—Note if the members do not take an active interest in their society and understand the main points of co-operation, its objects and the moral principle on which it is founded; explain if necessary.

210—Note if thrift is not encouraged or agricultural, economic or social improvement in the condition of members is not attempted.

211—Note if the society does not command influence in the village or is not popular for any special reason.

Ledger Abstract

Name of member	Normal credit	Paid-up share capital	Share arrears	Interest overdue	Principal overdue	Principal outstanding	Estimated bad debt	Steps taken for realization of overdues	Remarks
1	2	3	4	5	6	7	8	9	10
Total ..									

CENTRAL BANK AUDIT NOTE

Name of bank——— ————————————————

Year in which the bank was started——————————

Year for which the bank was audited——————————

Number of credit societies affiliated to the bank of class—

A————B—————C——————D————————

E—————Total——————————————

Societies Working——————Liquidated———————

Name of Auditor——————————————————

Dates of conducting audit——————from————to——

Total number of days spent in audit————————————

Number of days allotted for the audit————————————

Date of submission of audit note to—

(i) the bank——————————————————

(ii) the circle officer————————————————

Statement of Financial Condition

(*Annas and pies should be omitted*)

Assets			Liabilities		
Cash and temporary investments.		×	Reserve fund ..		×
Fixed investments ..		×	Other funds ..		×
Stock		×	Share capital ..		×
Total ..	×		Owned capital ..	×	
Lendings not matured ..		×	Borrowings, local ..		×
Lendings postponed and/or overdue.		×	Ditto outside ..		×
Lendings Total ..	×		Ditto Total ..	×	
GRAND TOTAL ..	×		Working capital ..	×	
Deduct estimated bad assets		×	Deduct reserve and other funds.		×
Good assets ..	×		Indebtedness ..	×	

Proportion or percentage of owned capital to working capital——————

Statement of Demand, Collections and Overdues

(Annas and pies should be omitted)

	Principal			Interest		
	Working societies	Liquidated societies	Total	Working societies	Liquidated societies	Total
1. Overdue at beginning of year						
2. Demand of the year ..						
3. Total receivable ..						
4. Received by writing off ..						
5. Received otherwise ..						
6. Percentage of 5 to 3 ..						
7. Overdue at close of year ..						
8. Overdue of previous years ..						

Fluid resource

	Held	F. R. required
Current deposits ..		
Savings deposits		
Fixed, repayable in— ..		
(i) current six months ..		
(ii) subsequent six months ..		
Total		

Fluid resource available.

Meetings

	Board of Directors	Working Committee
Number of meetings held ..		
Number of meetings postponed ..		
Average attendance ..		

monthly cash balance

Month	
July ..	
August ..	
September ..	
October ..	
November ..	
December ..	
January ..	
February ..	
March ..	
April ..	
May ..	
June ..	

I. THE CASH BALANCE

1. On the forenoon of the 1st July, count the cash balances in hand with the treasurer and at sub-agencies, state in the cash-book the details of the notes and change counted, compare with the corresponding entries in the cash-book and in the *rokar bahis* maintained by the treasurer and at sub-agencies, and note if there are any discrepancies.

2. Note if the arrangements for the custody of the cash-balance at headquarters and at sub-agencies are not adequate.

3. Note if temporary investments have been made in a joint stock bank or with a private banker without the approval of the registrar, stating in such cases the terms on which they are kept.

4. Examine the pass-books issued by the post office, the joint stock bank or private banker with whom temporary investiments are kept, compare the balances acknowledged by them with the figures of temporary investments held, shown in the cash-book, reconcile discrepancies, if any (by means of a detailed, comparison of receipts and disbursements) and note, if necessary.

II. VOUCHING

5. Carefully examine the system prevailing in the bank for the receipt and disbursement of money and note if it is in any way defective, and, if so, how, e.g., if money can be received by the bank without the issue of a suitable receipt voucher for it then and there. Submit separately your practical suggestions for modification with reasons to the assistant registrar.

6. Compare the disbursements shown in the cash-book with—

(*a*) the payment orders (i.e. sanctions for incurring the expenditure), scrutinizing the same to see that they are not irregular (not supported by rules); and are given by duly authorized persons ;

(*b*) the acknowledgments of the actual payees, examining the same to see that they are genuine;

(*c*) the counterfoils of the cheque-books where the cheque system is actually in force;

(*d*) the disbursements shown in the treasurer's *rokar bahi* and the account slips (*chitthas*) received from sub-agencies (if any) as well as the receipts shown in the joint stock or private bank's pass-books and the post office savings bank pass-book;

(*e*) the corresponding entries on the receipt side of the cash-book in case of all transfer or contra-entries, marking both with a *C*.

Cancel the payment orders and acknowledgments of the payees initialing and dating the same, marking suitably the corresponding entries in the cash-book as well and certify that all disbursements shown in the cash-book have been so compared and the money has been duly paid to the actual persons who had to receive it and no unauthorized or improper disbursements are shown. Take particular care to see that two separate entries are not made on the strength of

two different acknowledgments for the same amount disbursed (e.g. one entry may be supported by the money order acknowledgment of the payee and another by a formal or stamped acknowledgment in a prescribed form for the same amount).

7. Compare (*a*) the vouchers in the receipt book of the bank, (*b*) the counterfoils of share certificates and fixed deposit certificates, (*c*) the entries of receipts in the *rokar bahi* of the treasurer, and the account slips (*chitthas*) received from the sub-agency, as well as entries of disbursement shown in the joint stock or private banks' pass-books for current account and in the post office savings bank (head as well as branch office) pass-books with the entries of receipts in the cash-book and note if any item for which a voucher has been issued from the receipt-book is not entered in the cash-book. Cancel the vouchers intialing and dating the same, marking suitably the corresponding entries in the cash-book as well. Satisfy yourself that all money received by the bank has been duly entered in the cash-book and that no money has been received for which a voucher of receipt was not duly issued.

III. THE REGISTERS

(a) The Cash-Book

8. Note if the cash-book is not properly maintained and kept up to date, e.g., if it is not written up promptly from day to day as each transaction takes place.

9. Scrutinize the cash-book to see that there are no erasures, overwritings, or unattested cuttings.

10. Check all the totals and the calculations of the balances on each page of the cash-book, also seeing that the figures carried forward to the next page are correct.

11. Note if the monthly totals and the monthly progressive totals (from the beginning of the year to the end of each month) have not been correctly entered in the cash-book.

12. Note if the details of unchashed cheques are not given in the cash-book every month after the monthly and monthly progressive totals.

13. Note if the daily balance is not regularly signed and dated by the manager or accountant and periodically verified by the managing director (or other director empowered for this purpose by the bank).

14. Note if the balances of cash shown in the treasurer's *rokar bahi* and of temporary investments shown in the pass-books concerned, have not been compared with the corresponding entries in the cash-book at least once a month by a member of the working committee and once a quarter by the inspector.

15. Note if the cash balance in hand has not been verified by actual counting at least once a month by a member of the working committee and once a quarter by the inspector, or the details of the notes and cash found at the time have not been stated in the cash-book.

16. Note if at the time of such verification, the entry in the cash-books showing the amount in hand with the sub-agency does not

agree with the corresponding entry in the account slip (*chittha*) received from that sub-agency.

17. Note if the cash balance in hand at any time exceeded the maximum amount which the treasurer is entitled to keep.

18. Note if the terms on which the cash balance or temporary investments are held by the treasurer or private banker have been contravened.

19. Note if any money was withdrawn from temporary investments, though the cash balance in hand was sufficient for the needs of the bank.

20. Note if the balance of cash and temporary investments in hand for any length of time was excessive in view of maturing deposits, the amount held in savings and current accounts, the requirements of societies and other needs of the bank.

21. Note if fresh loans or deposits were taken at times when there were heavy balances of cash and temporary investments in hand and more capital was not really needed.

(b) Cheque Books and Receipt Books

22. Note if the spare cheque-books and receipt-books are not kept safely under lock and key by the managing director.

23. Note if the cheque-books and receipt-books which are in use or have been used up are not kept in proper custody.

24. Note if more than one cheque-book or receipt-book is in use at any one time.

25. Note if cheque-books and receipt-books are not all duly numbered.

26. Note if any of the conterfoils of chéque-books and receipt-books which have been used or are in use are missing or have not been duly signed.

27. Note if cancelled cheques or vouchers of receipt do not bear the signatures of the managing director.

(c) The Registers of Members and Shares

28. Note if the guard-book of declaration forms, the member registers and the share registers are not properly maintained.

29. Note if the names of new members (preference or ordinary shareholders) are not entered in the members and share registers and compare all such entries with (i) their applications for membership, (ii) the sanction of the competent authority allotting shares, (iii) the allotment notice, (iv) the declaration form, and (v) the counterfoils of the share certificates, remove descrepancies where possible and note, if necessary, e.g., if any document is missing.

30. Note if the necessary alterations have not been made in the share register and the old share certificate has not been taken back and fresh ones issued instead in cash in which a member has transferred only a few of his shares (still retaining come himself).

31. Note if the names of those who have ceased to be members (owing to death, transfer, or other causes) still continue in the members

registers or if the names of their heirs or transferees are not entered, comparing all such entries with (i) the applications for succession or transfer, (ii) the order passed thereon by competent authority, (iii) the share certificates returned by the former members, and (iv) the counterfoils of the share certificates issued in favour of the transferees; remove discrepancies, where possible, and note if necessary.

32. Note if any preference shares have been refunded in contravention of the rules on the subject, i.e., without a resolution of a special general meeting on the subject and the sanction of the registrar.

33. Examine the register of applications for allotment of shares and note if share allotment is improper in any way or if a transferee or other person has been admitted as a member who is not qualified under the by-laws to be a member.

34. Note if share instalments are calls are overdue from preference shareholders unless proper action is being taken against them.

35. Note if the counterfoils of share certificate are not properly maintained, or if they are not duly signed by the managing director.

36. Note if duplicate copies of share certificates have been issued without charging fees for the same, or if the counterfoils of the duplicates have not been properly marked as such.

37. Note if the arrangements for the custody of the books of share certificates or not satisfactory, or if more than one book is in use at one time, are if the certificates are not duly numbered beforehand.

(d) The Dividend List

38. Check if the figure for share capital on which dividend is payable and the name of the person entitled to it have been correctly brought forward from the share register on to the dividend list and if the rate of dividend declared is correctly entered in the latter and in accordance with the by-laws.

39. Examine the calculations of dividend, see that none of them are palpably incorrect and check at least 20 per cent of the calculations.

40. Examine all cases in which dividend which was due for payment has not yet been paid and note if the reasons for non-disbursement in any case are insufficient.

(e) The Registers of Current and Savings Deposits

41. Note if the sanction of the registrar has not been obtained for the starting of current and savings accounts with individuals.

42. Note if the register is not properly maintained and kept up to date.

43. Note if specimen signatures of the depositors have not been taken and pasted in the register or in a special guard-book for specimen signatures.

44. Note if any amounts have been shown as repaid without the knowledge and approval of the depositor.

45. Note if every depositor has not been asked at least once during the year to verify his account.

46. Note if the interest payable on these accounts, if any, is not credited to the accounts concerned at the proper time.

47. Examine the calculations of interest, see that none of them are palpably wrong and check at least 20 per cent of the calculations.

48. Note if the revenue account of the Uttar Pradesh Co-operative Union is not properly maintained.

49. Note if any amount which should have been credited to the account of the Uttar Pradesh Co-operative Union has not been so credited.

50. Note if there has been undue delay in making payments ordered by the Uttar Pradesh Co-operative Union from its account.

51. Note if any payment has been made from the account of the Uttar Pradesh Co-operative Union in excess of that authorized by it comparing with the payment orders received from it.

52. Compare the entries of disbursements made from the account of the Uttar Pradesh Co-operative Union with the acknowledgments of the payees (unless this has already been done) and note, if necessary.

53. Submit a separate report to the Uttar Pradesh Co-operative Union about the irregularities, if any, found in the maintenance of its accounts.

54. Note if the account of the Rural Improvement Fund is not properly maintained.

55. Note if any amount directed to be credited to the Rural Improvement Fund has not been so credited.

56. Note if the annual interest which should have been added to the Rural Improvement Fund has not been credited to it.

57. Note if allotments made for expenditure from the Rural Improvement Fund have not been shown in the register.

58. Note if there has been undue delay in making payments ordered from the Rural Improvement Fund.

59. Note if any payment has been made from the account of the Rural Improvement Fund in excess of that authorized by the registrar or in contravention of his instructions, e.g., if a second instalment has been paid, without receiving the certificate of proper utilization of the previous instalment from the inspector when such has been asked for.

60. Compare the entries of disbursements made from the accounts of the Rural Improvement Fund with the payment orders received from the registrar and with the acknowledgments of the payee (unless this has already been done) and note, if necessary.

61. Note if certificates of proper utilization of money paid from the Rural Improvement Fund have not been received in any case in which a disbursement was made during the previous calendar year.

62. Note if proper accounts have not been maintained of loans dvanced from the Rural Improvement Fund and their recovery.

63. Submit a separate report to the registrar stating therein, (i) the irregularities (if any) found in the maintenance of the accounts of the Rural Improvement Fund, (ii) the names of those from whom loans advanced from the Rural Improvement Fund are overdue, (iii) cases (if any) in which amounts allotted from the Rural Improvement Fund have not been drawn on for a long time, (iv) the total amount held in the Rural Improvement Fund, (v) the amount thereof already allotted for specific objects, (vi) the amount of loan outstanding from the Fund, and (vii) the amount actually in hand in the Fund (i.e. excluding the amounts allotted and the loans outstanding).

64. Examine the details of the payments made by the bank from all other accounts placed with it by the registrar, such as money advanced for conference, medicines, adult education, consolidation of holdings, flood relief, etc., and send a certificate to the head office stating that the amount has been spent for the purpose for which it was advanced.

(f) The Register of fixed deposits

65. Note if the bank has not framed definite rules for receiving fixed deposits or if they are not exhibited in a conspicuous place.

66. Note if the register is not properly maintained and kept up to date, e.g., if deposits renewed are not separately shown.

67. Note if the specimen signatures of the depositors have not been taken and pasted either in the register, or in a special register for specimen signatures.

68. Note if information has not been obtained and entered in the register as to the person authorized to operate the account on behalf of minors, females, or institutions.

69. Note if any deposit has been received in contravention of the rules framed for the purpose.

70. Compare the entries in the register about the amount, terms and rate of interest on deposits with those (i) in the application of the depositor, (ii) in the sanction of the proper authority (as fixed by the bank), and (iii) in the counterfoil of the deposit certificate, and note if they do not correspond.

71. Note also if a comparison of the dates in them reveals any undue delay in the issue of deposit certificates or in making entries in the register.

72. Note if the amount repayable to any single individual or at one and the same time is too large.

73. Note if notices of withdrawal received have not been recorded in the register.

74. Note if the index chart of fixed deposit repayments is not properly maintained.

75. Note if there are any cases of delay in repayments without adequate reasons.

76. Note if deposits have been returned before maturity without proper sanction and in each case in which they have been returned at

the request of the depositor, state the rate of rebate charged by the bank.

77. Note if the fixed deposit certificates for amount repaid or renewed have not been taken back and pasted with the counterfoils, or if in cases in which such certificates are missing indemnity bonds have not been taken.

78. Compare 20 per cent of the entries in the register of interest on fixed deposits with the corresponding entries in the deposit ledger; correct mistakes, if any, and note, if necessary.

79. Examine the calculations of interest in the register of interest on fixed deposits, see that none of them are palpably wrong and check at least 20 per cent of the calculations, at least half the number of cases selected for the purpose being those in which interest was paid for a period less than a complete half year.

80. Note if all interest which is payable has not been duly paid.

81. Note if the arrangements for the custody of the fixed deposit certificate books are not satisfactory or if more than one book is in use at one time or if the fixed deposit certificates and their books are not duly numbered beforehand.

(g) The register of the other borrowings

82. Note if the register of other borrowings of the bank is incomplete or not properly maintained (either separately or in the fixed deposit register), e.g., if borrowings from Government, joint stock banks, private banks or bankers, or other co-operative bank, whether in the shape of loans or of cash credit, have not been entered, comparing the same with the terms offered and the sanction of the proper authority.

83. Note if the sanction of the registrar for such borrowings has not been obtained though required by the rules or by-laws, stating in such cases the terms on which the money was borrowed.

84. Note if the bank had to pay interest on amount out of the cash credit obtained by it though it was not actually drawn (borrowed).

85. Note if instalments payable (if any) are in arrears or if adequate repayments have not been made in the case of cash credit accounts.

86. Check the calculations of interest and correct or note where necessary.

87. Note if all interest due for payment has not been promptly paid at the proper time without adequate reason.

(h) The register of investments

88. Note if a register for investments is not properly maintained and kept up to date.

89. Note if any investment contravenes the provisions of the Act, the rules or the by-laws, or has been made without regard to the needs of the bank.

90. Note if any of the securities mentioned in the register are missing or are not in safe custody.

91. Note if any securities have been pledged with joint stock or private bankers without the sanction of the registrar, in cases in which such sanction is required under the rules or by-laws.

92. Note if any investment which has matured has not been withdrawn.

93. Check the calculations of the demand of interest and correct where necessary.

94. Note if interest which should have been received (whether on investments or on accounts in post offices or on cash balances) has not been promptly received when due.

95. Note if any amount which the bank is entitled as refund of income-tax has not been received or if no application for such refund has been made.

(i) The haisiyat register

96. Note if the abstract *haisiyat* statements for all the societies duly certified by the supervisor were not received by the 15th November.

97. Note if the system laid down by the bank for working out the maximum credit in societies does not appear to have been followed in making the calculations.

98. Check 10 per cent of the calculations, and note if they are not even approximately correct.

99. Note if the maximum and normal credits for all the societies were not fixed at the proper time by competent authority on the basis of entries in the abstract *haisiyat* statements and the socieites informed of the credits so fixed.

100. Note if the normal credit of a society exceeds the total normal credits of its members unless the society requires additional credit for some special reasons.

(j) The demand and debit register of societies

101. Compare the register with that of the previous year and see that overdues and arrears have been correctly brought over, correcting mistakes, if any.

102. Compare 20 per cent of the entries in the register as regards the interest earned, the working capital, the owned capital and the share capital on which dividend is payable with the consolidated statements of the societies for the previous year; correct mistakes, if any, and note, if necessary.

103. Note if the rate of assessment has not been properly sanctioned or if societies are assessed contrary to general instructions (e.g. in the case of forms).

104. Note if secretary pay fund is assessed against societies in which there are no group secretaries without the special sanction of the registrar.

105. Check 20 per cent of the calculations of assessment to see if any societies have been wrongly assessed, correcting calculations and balances if there are any mistakes and noting if any societies which should have been assessed have not been assessed, or if those which should not have been assessed have been assessed.

(k) The ledger of societies

106. Compare 10 per cent of the entries of maximum and normal credit in the ledger with those fixed by the bank in its resolutions; correct mistakes, if any, and note if necessary.

107. Compare with share register and see if the number of shares purchased by the society have been correctly entered in the ledger; correct mistakes, if any, and note if necessary.

108. Note if the number of shares held by a society in the bank is smaller than that required to be held by it in view of its normal credit under the existing by-laws of the bank or if the latter need amendment in this particular.

109. Note if the number of shares held by a society in the bank is largely in excess of that required to be held by it in view of its normal credit but sanction for the transfer of such excess shares has been withheld by the bank.

110. Note if shares have been refunded to any society in contravention of the rules on the subject.

111. Note if shares refunded have not been properly entered in the ledger.

112. Note if a society has not been advanced any loans during the yeaı, without adequate reason.

113. Note if current deposits (if any) have not been adjusted before loans are advanced, unless the society does not want such adjustment.

114. Compare the entries of loans advanced, their objects and their instalments with (i) the loan applications, (ii) the sanction for payment, (iii) the acknowledgment of the society for the amount advanced, and (iv) the entries in the pronote; correct mistakes, if any, and note, if necessary.

115. Note if any of these loan applications or unpledged pronotes are missing or if they have not been kept in safe custody and maintained in order and properly filled in.

116. Examine the loan applications and note if the genuine requirements of a society have not been met, e.g. if the applications have been rejected or reduced without adequate reason.

117. Note if there has been undue delay in disposing of loan applications.

118. Note if instalments have not been properly fixed, bearing in mind the objects of the loan, or the amount of loan that has to be repaid at any one time appears to be excessive.

119. Note if money has not been sent by money order though asked to do so by the society.

120. Note if the loan has not been sanctioned by the proper authority and after due scrutiny, e.g. if there are any cases in which the office report or the recommendation of the supervisor is missing, though it should be there, or the loan sanctioned exceeds the loan asked for, or the cash balance in the current account of the society has not been taken into consideration when sanctioning the loan, etc.

121. Note if the amount advanced is habitually larger than the amount repaid a short while before.

122. Note if repayments do not appear to be genuine.

123. Note if extensions are granted after the demands had fallen due or to societies in which shares or interest were overdue.

124. Note if entries of instalments, re-fixed when extensions were granted, were not correctly made in the ledger.

125. Compare the amounts of loan outstanding with the called-up value of the shares held and note if the by-law laying down the proportion of shares to loan has been transgressed.

126. Note if the amount of loan outstanding has been allowed to exceed the normal credit without proper sanction.

127. Note if the six-monthly demand has not been correctly entered in the appropriate columns or if intimation of the same has not been given to societies.

128. Note if the bank was not stopped future interest from societies from which even part of the principal is likely to be irrecoverable or if a fresh demand is still shown against a society in which future interest has been stopped.

129. Examine the calculations of interest, see that none of them are palapably wrong and check 20 per cent of the same, correcting calculations and balances if there are any mistakes and noting if necessary.

130. Note if there are current deposits in the names of liquidated societies in which proceedings have been finally closed and the same have not been transferred to the Rural Improvement Fund.

131. Note if any adjustments made by the bank from the current deposits of societies have not been duly notified to the societies concerned.

132. Compare the miscellaneous demands and debts entered in the ledger with the corresponding entries in the demand and debt register; correct mistakes, if any, and note if necessary.

133. Note if entries about money order commission demand and recovery have not been correctly made in the ledger.

134. Note if collections are not credited in the proper order, viz. to miscellaneous demands, shares, interest and principal in the case of working socieites and to costs of liquidation, principal, miscellaneous demands, and interest in the case of liquidated societies.

135. Note if proper action has not been taken as regards overdues (in miscellaneous demands, shares, interest and principal).

136. Note if the terms on which cash credits have been given to other banks or societies have not been clearly specified or if such cash credits have not been kept alive by the borrowing societies.

137. Note if the societies on the basis of which cash credits have been given need replacement, e.g. if any of them have matured and are time-expired or they are not good to the extent they were origihally when pledged as security for the cash credit sanctioned, comparing them with the statements received from the borrowing banks

or societies at fixed intervals showing the recoveries made by them out of the amounts referred to in each of the securities pledged.

138. Note if the ledger is not properly maintained, stating clearly what the defects are and instructing the bank staff as to how to remove them.

139. Note if the ledger is incomplete, e.g. if entries about all societies (liquidated as well as working) are not made in the ledger.

140. Note if the pass books of socieites have not been brought up to date, obtain pass books of 10 per cent of the societies chosen at random (mentioning their names) and compare every item with the ledger for the period under audit; correct discrepancies and note if necessary.

(l) The establishment registers

141. Examine at least six acquittance rolls and note if any of the entries are incorrect or incomplete or are not supported by proper sanction.

142. Examine six travelling allowance bills, compare with diaries and note if travelling allowance has been charged in excess of that laid down or without proper sanction.

143. Note if service-books and character rolls of employees are not properly maintained and kept up to date.

144. Note if no proper account is maintained of the leave of employees, or if leave has been availed of without proper sanction.

145. Examine the provident fund register and note if it is not property maintained and kept up to date.

146. Check 20 per cent of the entries of the deductions made and of the bank's contributions added; correct mistakes, if any, and note if necessary.

147. Check that calculations of interest; correct mistakes, if any, and note if necessary.

148. Note if provident fund has been refunded without proper authority or contrary to rules or if an amount refunded has not been entered in the register.

149. Examine the loans advanced out of the provident fund and note if such advances were made without proper authority or contrary to any rules, or if the amounts sanctioned and paid have not been entered in the register.

150. Note if recoveries of loans advanced have not been made at the proper time and duly entered in the register.

(m) The register of miscellaneous accounts

151. Note if entries have not been made in the register about all accounts which should find a place in it, such as distributable profits, losses met from working expenses, the various funds owned or administered by the bank, money order commission, audit fees, supervision fees and other such amounts recoverable from societies, costs of management, and miscellaneous lendings, income, expenditure etc.

152. Note if a separate page is not assigned to each separate fund and items such as printing, stationery, etc.

153. Note if the demands and debts are not correctly entered at the proper time, or if the register is otherwise not correctly and properly maintained.

154. Note if there has been undue delay in the recovery of demands or in the payment of debts.

(*n*) Other registers

155. Note if a proper stock-book is not maintained and kept up to date, comparing the entries in the register with the stock actually in hand.

156. Note if other registers prescribed by general or special order, e.g. proceedings books, litigation register, etc., are not properly maintained and kept up to date, checking some of the entries were necessary.

IV. THE RETURNS

Monthly and quarterly

157. Check the monthly progress reports for the months of October and April and for one other month to be selected at random, and note if they are hopelessly incorrect.

158. Check any one of the quarterly financial statements submitted and note if they have not been prepared in accordance with instructions, i.e., if there are misclassifications or if the figures are not even approximately correct.

Working statements

159. Compare 10 per cent of the entries in each column of the working statements, including the portion of the demand and debt register of societies used as a working statement with the corresponding entries in the registers from which they have been prepared; get mistakes, if any, corrected, and note if necessary.

160. Note if the figures of depreciation have not been correctly worked out in accordance with the instructions on the subject.

161. Check the figures showing the supervision fees realized and send a special report to the U. P. Co-operative Union informing it of this figure.

162. In the working statement for lending fill in the column showing the estimated bad assets (in principal and in interest) from each society in accordance with the general instructions on the subject.

163. Check all the totals in the working statements.

164. Compare the figures in the working statement abstracts with those of the working statements themselves, and see that they have been correctly brought over and check the totals.

165. Compare the totals of items of receipts and disbursements in the working statement abstracts under the various heads with the

corresponding totals in the cash-book. If there are any discrepancies compare the detailed entries in the working statements or those in the ledgers from which they have been prepared (whichever is more convenient) with the corresponding column of the cash-book ; get mistakes corrected or adjusted by means of plus and minus entries or note if necessary.

166. Check the figures showing the total balances at the close of the year by comparing with the corresponding figures at the beginning of the year, the demand or debt of the year, and the transactions made during the year. If the results do not tally, trace the mistakes, e.g. by checking the additions and subtractions in the ledger and get them corrected or note if necessary.

167. Check the correctness of the figures entered in the remarks columns of the abstract working statements and particularly that of the interest earned, sending a special report to the U. P. Co-operative Union in case the figure is not correct and the bank is unwilling to make the necessary correction.

Annual returns

168. Compare the entries in (*i*) the revenue statement, (*ii*) the balance-sheet and (*iii*) the profit and loss statement of the bank with these in the working statement abstract and see that the figures have been correctly brought over from the latter to the former.

169. Scrutinize the entries in these statements and if there are any misclassifications, get them corrected, if possible, e.g. if costs of management or current account are included by mistake as other items, etc.

170. Get the necessary correction made, if by mistake any amount which should have been added to the depreciation fund has been taken to profit or an amount which should have been met from the depreciation fund has been shown as loss.

171. Check all the totals given in the revenue statement, the balance-sheet and the profit and loss statement of the bank and have corrections made, if possible.

172. Compare, where possible, the figures in the balance-sheet with the corresponding figures arrived at by calculation from the revenue statement and the previous balance-sheet and reconcile discrepancies, if any.

173. Examine the valuation of the various assets shown in the balance-sheet and have corrections made, where possible (both in the working statement and in the balance-sheet).

174. Compare, where possible, the figures in the profit and loss statement with the corresponding figures arrived at by calculation from the revenue statement and the balance-sheets of that year and of the previous year and reconcile discrepancies, if any.

175. Check items 15 and 16 of the the profit and loss statement, get them corrected if they are wrong, and note, if necessary.

176. Check the figures in the statement of distributable profits and get the necessary corrections made, if possible.

177. Check all the figures given in the operation statement of the bank comparing with the other annual returns, or such other sources from which the figures can be worked out and have correction made, where possible, and if the figure for the working capital is incorrect, submit a special report on the point to the registrar.

178. Compare 5 per cent of the entries in the consolidated statements of societies (if available) with those in the original annual returns of the societies from which the consolidated statements have been prepared and get mistakes corrected where possible.

179. Compare the figurs relating to societies given in the annual returns of the bank with the corresponding totals in the consolidated statements of societies and have corrections made where possible, and note if the explanations given in the cross-checks (if available) are incorrect.

180. In cases in which corrections are required in the annual returns but they cannot be made, e.g. if the bank objects to the amendments suggested, state the points which require amendment either by adding the necessary remarks to the audit certificate itself or incorporating them in a subsidiary note and making a reference to this note in the audit certificate as may be more convenient.

181. State clearly in the audit certificate the extent to which the bank has funds to meet its bad assets.

182. Check the annual Rural Improvement Fund accouuts submitted by the bank in forms R.I. 1 and R.I. 2 by comparing them with the registers concerned; correct mistakes, if possible, and note, if necessary, at the same time sending special report to the registrar stating the correction required.

V. ADMINISTRATION

Financial

183. Note if the bank has not prepared a budget or has exceeded the budget provision under costs of management without the sanction of the competent authority.

184. Note if the expenses under the various heads of costs of management (excluding the contribution to the U. P. Co-operative Union) have increased appreciably as compared with the previous year.

185. Note if the reserve fund has not been invested, as required by the rules, or any portion of it has been pledged, drawn upon or otherwise employed without proper sanction or for a period in excess of that for which sanction was obtained.

186. Note if the reserve fund has not been made good from the next accruing profits in case it had to be drawn upon to meet unforeseen losses.

187. Note if profits were distributed without obtaining the sanction of the registrar or if the figures supplied on the basis of which such sanction was obtained were incorrect.

188. Note if the maximum liability (amount authorized for borrowigs) has been exceeded.

189. Note if the amount of fluid resources are inadequate in view of maturing deposits, the amount held in current and savings accounts and other requirements of the bank.

190. Note if the balance-sheet was published without the audit certificate.

General meetings

191. Note if the annual general meeting has not been properly convened at the right time or if it was not held during the year.

192. Note if the meeting was not well attended by (*i*) preference shareholders and (*ii*) representatives of ordinary shareholders.

193. Note if any work which should have been done at the meeting was not done, e.g. the consideration of the balance-sheet with the auditor's certificate and the annual statements and report or the fixation of the maximum liability to be incurred by the bank, etc.

194. Note if any special general meetings were held which had not been properly convened or were otherwise in order.

195. Note if any resolutions passed at a general meeting were not in order or *ultra vires* (contrary to the Act, rules, or by-laws).

Board of Directors

196. Note if the Board of directors is not constituted properly in accordance with the by-laws, e.g., if the number of repersentatives of ordinary shareholders or of preference shareholders or the number of co-opted directors or the total number of directors is contrary to that laid down.

197. Note if the vacancies that may have occurred on the Board during the year were not filed up in due time.

198. Note if any of the directors are not qualified from being so under the by-laws, e.g. if they do not hold the necessary number of shares or are related to the staff or have continuously absented themselves from meetings.

199. Note if any of the directors are themselves in default to their societies (in the case of representatives of societies) or to the bank in shares (in the case of preference shareholders).

200. Note if any meetings of the Board of directors were called without sufficient notice.

201. Note if the number of such meetings held during the year was less than that laid down in the by-laws.

202. Note if a large number of meetings were postponed for want of quorum.

203. Note if any meeting was held without the necessary quorum.

204. Note if any of the resolutions passed at meetings transgressed the powers vested in the Board or were foreign to the objects of the bank.

205. Note if any matters which should have been considered by the Board, such as the consideration of the audit note, suggestions

from the registrar or the U. P. Co-operative Union, etc. were not put up before it for consideration.

The Working Committee

206. Note if the executive or working committee has not been properly constituted in accordance with the by-laws.

207. Note if meetings were not held as frequently as required by the by-laws.

208. Note if a large number of meetings were postponed for want of quorum.

209. Note if any meetings were held without the necessary quorum.

210. Note if any of the resolutions passed by the committee transgressed the powers delegated to it by the board.

211. Note if the monthly progress reports and the quarterly financial statements have not been considered by the working committee.

The office

212. Note if the office manager or accountant have transgressed the powers delegated to them.

213. Note if the accounts are not maintained neatly tidily, and correctly on the whole.

214. Note if the instructions and circulars that are issued from time to time are not properly kept in a guard book, or if any of them of importance to the bank (such as those marked B M) are missing.

215. Note if correspondence and records are not properly filed and preserved or, if necessary, weeding has not been done.

216. Note if there has been much or continuous delay in the submission of the prescribed returns (monthly, quarterly and annual as well as the monthly accounts to be submitted to the U. P. Co-operative Union and the annual statements about the Rural Improvement Fund in forms R. I. 1 and R. I. 2).

217. Note if adequate security has not been taken from the staff or if the security bond has not been regularly verified or is unstamped

Miscellaneous

218. Note if the bank has not got a seal, a thumb-impression box and a proper supply of forms.

219. Note if the bank does not possess a corrected copy of its own by-laws and the manual or of the map of its area of operations showing all its societies.

220. Note if important points in the last audit note of the bank or in the audit notes of societies requiring action by the bank have not been duly considered by it.

221. Note if there has been any infringement of the Act, the rules, or the by-laws.

FORM A

Audit note form for a liquidated society

N.B.—The auditor should sign and number the pages of the cash-book and initial all entries checked by him.

1. (*a*) Name of liquidated society.

(*b*) Date of liquidation.

(*c*) Name of central bank to which it was affiliated, and name of district.

(*d*) Name of liquidator.

How long has he been in charge ?

(*e*) Period covered by the audit and date of audit.

(*f*) Total number of members on date of liquidation.

Contribution scheme and order

2. (*a*) Date of contribution order (now in force).

(*b*) Was it approved of by the registrar ?

(*c*) Compare 10 per cent entries in the contribution scheme and order with those in the members' ledger.

(*d*) Has jointliability been enforced ? If so, to what extent ? Does it appear to have been distributed over others equitably ? Were any efforts made to realize the dues from the actual debtors, and with what result ?

(*e*) Manner in which the contribution order has been enforced.

(*f*) Does the existing order require revision ?

Accounts

3. (*a*) Compare all entries in the cash-books with—

(i) Members' ledger.

(ii) Foils of receipt issued to the members.

(iii) Loan and deposit ledger.

(iv) Vouchers.

(*b*) Check the daily and progressive totals of the cash-books.

(*c*) Check the expenditure incurred by the liquidator, and state if it was authorized and reasonable.

Interest

4. (*a*) Have rates of interest (i) charged from members, and (*ii*) paid on outside liabilities been altered since liquidation ? If so, mention the changes and make comments.

(*b*) Test in 10 per cent cases the calculation of interest.

(*c*) Have recoveries been properly apportioned ? Are there any cases in which principal has been realized leaving interest in arrears ? What is the explanation ?

Costs

5. What was the rate at which levy of the costs was made? Test in 10 per cent cases the calculation of costs.

Annual returns

6. Examine the annual returns and sign the balance-sheet if you find it correct.

Assets

7. (*a*) Cash balance. State the amount on the date of audit, with name of custodian, and verify it. Has any money been kept idle?

(*b*) Amount of investments—

(i) Shares in central bank;

(ii) Deposits in central bank;

(iii) Any other investment or stock with particulars.

(*c*) Quote the following figures of demands against members:

(*i*) Principal.

(*ii*) Interest.

(*iii*) Law charges.

(*iv*) Costs of liquidation.

(*v*) Any other dues.

Total

[In case of nos. (*ii*) to (*v*) if exact figures for the heading "on date of audit" canot be obtained. Approximate figures may be given.

(*d*) Prepare and attach memberwise list showing the demands against members on date of audit, with prospects of recovery and the amount at the credit of each member.

(*e*) Comment on the irrecoverable amounts or probable bad debts. How are they to be met?

Liabilities

8. (*a*) Outside liabilities on date of audit—

(i) Dues of the central bank with details;

(ii) Dues of others with particulars. Mention prospects of repayments.

(*b*) Dues of members on date of audit—

(i) Shares;

(ii) Deposits.

Mention prospects of repayments.

Closure of proceedings

9. State the time by which the proceedings are likely to be closed making suitable suggestions, if necessary.

Manner of collection of assets

10. (*a*) Are the arrangements satisfactory ?

(*b*) State the following information if amin's work under the liquidator for recoveries made through revenue law :

(i) number of citations ;

(ii) number of warrants of attachment ;

(iii) number of warrants of arrest issued during the period of audit. Comment on the results.

11. Has the list of property required by rule 31(5) been prepared and maintained ? Check the figures in the list with the oral statements of members.

12. Check the receipts held by members for repayments (in as many cases as possible up to 50 per cent) with the books of the society as well as the oral statements of members.

13. (*a*) Have the members got any complaint with regard to the liquidation proceedings ? What are the results of your inquiry ?

(*b*) Have members got any useful proposals to make ?

Management

14. Comment on the liquidator's work. Who keeps the accounts? Have the accounts and records been properly maintained in accordance with the rules and departmental instructions ? Mention any illegalities or violations.

General

15. (i) Has share money of members been set off against their loans even when bad debts are apprehended ?

(ii) Has share money of societies in the central bank been utilized in payment of liabilities in spite of revocerable assets from members ?

(iii) Has there been any other breach of Government rules or instructions ?

(*iv*) General remarks with suggestions (important points of the audit should be briefly referred to here).

NOTE—The audit should be done up to date.

General instructions for the compilation and submission of annual returns and reports

1. Societies are principally of three kinds, viz. (*a*) central (*b*) agricultural and (*c*) non-agricultural.

Central banks include district banks.

Agricultural societies are those in which the majority of the members are agriculturists (i.e. persons whose main occupation is the cultivation of land or the rearing and management of live stock), or of which the object is mainly agricultural.

Credit societies of *ahirs*, *gaddis*, shepherds, etc. will fall under this *class*, as also dairies and seed societies. Cattle insurance societies will also be included in agricultural societies.

Other primary societies are classed as non-agricultural credit societies of weavers and other artisans, yarn stores, general stores, etc. will be included in this class.

2. In the statements the societies are sub-divided into six different *classes*. Each society will be entered once only and that according to its *main object*. The six classes are :

I.—Credit.

II.—Purchase and sale. Stores of different types and primary agricultural supply societies will come under this head.

III.—Production. Cattle breeding societies come under this class.

IV.—Production and sale. Dairies, milk or *ghi* selling associations, etc. will come under this head.

V.—Insurance. The cattle insurance societies come into this class.

VI.—Other forms of co-operation. Housing societies will come under this head.

If a circle officer or a manager has any doubt or difficulty about the classification of a society he should at once refer it to the Registrar's office.

3. In the case of primary societies (agricultural and non-agricultural), it should be further stated whether the liability is limited or unlimited.

4. Detailed instructions are separately given for the preparation and submission of returns of (*a*) primary societies (*b*) central banks, and (*c*) liquidated societies and should be followed.

5. The following headings should be followed for the reports on societies :

(1) Agricultural conditions.

Only special circumstances with regard to crops, rain and calamities.

(2) Summary of general progress—

(*a*) Increase and decrease of members, with reasons.

(*b*) Panchayat—changes and their causes.

(3) Monthly meetings.

Number, regularity and average attendance.

(4) Finance—

(*a*) Sources of capital, with details, e.g. share capital, deposits and loans.

(*b*) Borrowings, repayments and outstandings (with extensions and overdues).

(5) Loans issued to members and repayments—

(*a*) Loans with objects, length of term and instalments.

(*b*) Demands and collections.

(*c*) Extensions granted, with reasons.

(*d*) Reasons for overdues, if any, special explanation should be given if a large sum is due on account of interest. The amount of overdue interest and action taken to realize it should also be noted.

(*e*) Enquiries into the objects and utilization of loans.

(6) Shares.

Share arrears, with reasons. Action taken on such arrears.

(7) Liquidation of old debts—

(*a*) Difficulties in ascertaining old debts and in persuading mahajans to accept settlements.

(*b*) Preparation of the scheme for liquidation of old debts. Actual progress made.

(8) Haisiyat statements—

(*a*) Whether compiled or not during the year.

(*b*) Whether verified or not by the supervisor or the district inspector.

(9) Economic and social improvements.

A full account should be given of all interesting facts illustrating the effect of the society on the general condition of the members and of the village or the town.

(10) Litigation.

A full account should be given.

(11) Audit and inspection.

Names of officers with dates of visit should be given.

(12) Miscellaneous.

Subjects like the organization of agriculture or of industry and the attitude of money-lenders and zamindars might be touched on here.

All reports should be written in simple and concise language without any prolixity or elaborate discussion.

Societies not working under a central or district bank or other special organization should submit their reports direct to the circle officer. Supervisors of Court of Wards societies and secretaries of organization funds will submit the reports and statements of their societies to the circle officer.

6. Central banks and district banks should adopt the following headings for their reports.

Central banks financed by district banks should submit their reports to the district banks concerned within the time fixed by the latter. Where central banks are not financed by district banks they also should send a copy of their reports to district banks.

(1) Agricultural conditions.

Only a short account of special or abnormal conditions is needed.

(2) Summary of general progress—

(*a*) Propaganda work done by the bank.

(*b*) Organization of new primary societies.

(*c*) Dissolution of societies. Reasons for dissolution should be given.

(*d*) Improvements in the methods of working. Special schemes for supervision, audit or financing should be mentioned in sufficient detail.

(*e*) Classification of primary societies at audit, giving the number of societies of each class under the bank.

(3) I—Working of societies—

(*a*) Subordinate central banks. A short reference is all that is necessary.

(*b*) Urban credit societies in groups and isolated. It should be mentioned what effect these societies have had on the industry and trade of the town and what difficulties they have encountered.

(*c*) Groups of rural credit societies.

(*d*) Isolated rural societies.

(*e*) Other societies, if any, e.g. cattle insurance societies, dairies, yarn store, co-operative stores, etc.

II—Loan transactions with primary societies—

(*a*) Advances, repayment, outstandings, arrears and postponements with reasons.

(*b*) Comparison of the above with similar transactions for the previous year with necessary explanations.

(*c*) Objects with amounts. Utilization of loans.

(*d*) Has the interest on postponed amounts been shown as overdue and whether only recoverable interest has been shown on the assets side?

NOTE.—Where the banks have any dealings with individuals, a short account of the class of business should be given here.

III—Short account of the transactions of societies affiliated to the bank with their members.

(4) Reserve funds and other funds—

Proportion borne by the sum of the reserve fund and paid-up share capital to the working capital should be indicated.

(5) Sources of working capital—

(*a*) Receipt, disbursement and balance under each head.

(*b*) Difficulties, e.g. idle money, lack of money, difficulties of remittance.

(*c*) Rates of interest paid by the bank and also those charged from different classes of societies and individuals.

(6) Profits and proposed distribution.

(7) Disputes and litigation—

(*a*) Number, nature and valuation of references to arbitration and suits. Suits instituted by the bank itself should be distinguished from those instituted by constituent societies.

(*b*) Amount decreed, executed and actually realized. Same note as under (*a*).

(*e*) Special difficulties, if any.

(8) Audit and inspection—

(*a*) Subordinate central banks.

(*b*) Primary societies.

Who audited the banks and societies and for what period ?

(9) Staff and emoluments—

(*a*) Strength with emoluments.

(*b*) Changes in number and personnel in the year.

(*c*) Provident fund.

(*d*) Strength of group secretaries, with emoluments and their training.

(*e*) Number of secretaries, who are members of societies and action taken to secure them.

(10) Miscellaneous—

(*a*) Interesting occurrences.

(*b*) Haisiyat statements.

Their maintenance and verification by bank staff.

(*c*) Economics effects.

Under this head a clear account of old debts and reductions should be given, also of increase in the cultivation or business of members, if definite indications are available.

(*d*) Organization of agriculture.

(*e*) Organization of industry and trade.

(*f*) Special forms of co-operation, e.g. industrial societies, dairies, yarn stores, distributive or consuming stores, cattle insurance, etc.

(*g*) Moral and social effects.

(*h*) Conferences and exhibitions.

(11) Attitude of the public, with specific instances.

(12) Attitude of money-lenders.

(13) Assistance from non-officials and from officials.

These bank reports should not repeat statistics which appear in the statements, but should give facts and inferences which cannot be gathered from the statements. The reports should be concise.

Working Statement W. A.-I.—For Lendings (and Shares and Current Deposits of Societies)

of the——————————*Central Bank for the year* 195 -195 .

Name of society	Share account								Interest account								
	At beginning of year			During the year		At close of year			At beginning of year			During the year		At close of year			
							Held									Earned but not due from	
	Overdue (or in excess of demand)	Actual amount held	Demand of the year	Received	Repaid	Overdue (or in excess of demand)	Actual amount	Nominal value	Overdue (or in excess of demand)	Earned but not due	Demand of the year	Received	Repaid from excess collection	Overdue (or in excess of demand)	Overdue of previous years	Primaries having overdue interest	Others
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Principal account									Deposit account					
At beginng of year			During the year		At close of year					During the year				
Overdue (or in excess of demand)	Outstanding	Demand of the year	Recovered	Advanced	Overdue (or in excess of demand)	Amount standing postponed	Amount which has not yet matured	Total outstanding	Held at beginning of year	Received	Repaid	Held at close of year	Estimated bad assets	Remarks
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

Working Statement W. A. -II for investments

of the————————————*Central Bank for the year* 19 -19.

Nature of investment	Investments account									Amount of appreciation	Amount of depreciation	Interest account							Amount of income-tax deducted at source	Remarks
	Owned at beginning of year		During the year				Owned at close of year					At beginning of year		Demand of the year	Received during the year	Rapaid from excess collections	At close of year			
			Investment withdrawn		Investment made															
	Face value	Market value	Face value	Actual amount received	Face value	Actual amount paid	Face value	Market rate	Market value			Overdue or in excess of demand	Earned but not due				Overdue or in excess of demand	Earned but not due		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Working Statement W. A.-III for preference shares

of the——————*Central Bank for the year* 195 -195 .

Name of individual	At beginning of year		Demand of the year	During the year		At close of year			Remarks
	Overdue or in excess of demand	Actual amount held		Received	Repaid	Overdue or in excess of demand	Actual amount held	Nominal value of shares hel d	
1	2	3	4	5	6	7	8	9	10

Working Statement W. A.-IV for borrowings

of the——————————*Central Bank for the year* 195 -195 .

From whom borrowed	Account of borrowings				Form in which borrowings held at close of year						Interest account							Remarks
		During the year					In fixed deposit				At beginning of year					At close of year		
	Held at beginning of year	Received	Repaid	Held at close of year	In current deposit	In savings deposit	At 4 per cent interest or less	From 4 to 6 per cent interest (both inclusive)	At more than 6 per cent interest	As loan or cash credit	In arrear	Allowed but not owing	Debt of the year	Paid during the year	Recovered from excess payments	In arrear	Allowed but not owing	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Working Statement W. A.-V. for Stock

of the——————————*Central Bank for the year* 195 -195

Name of article	Goods purchased					Goods sold					Stock in hand				Amount of depreciation in case of dead stock	Remarks
	To be paid at beginning of year	Debt of the year	Paid during the year	Recovered from excess payments	To be paid at close of year	To be received at beginning of year	Demand of the year	Received during the year	Repaid from excess collections	To be received at close of year	Market price of stock in hand at beginning of year	Quantity or weight of stock in hand at close of year	Price per unit of stock in hand at close of year	Market price of stock in hand at close of year		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Working Statement W. A.-VI for miscellaneous accounts

of the—————————*Central Bank for the year* 195 -195 .

Nature of account	Amounts receivable						Amounts payable						Held in fund		Remarks
	To be received at beginning of year	Demand of the year	Received during the year		Repaid from excess collections	To be received at close of year	To be paid at beginning of year.	Debt of the year	Paid during the year		Recovered from excess payments	To be paid at close of year	Abeginning of year.	At close of year	
			By forfeiture	Otherwise					By writing off	Otherwise					
1	2	3	4(a)	4(b)	5	6	7	8	9(a)	9(b)	10	11	12	13	14

Name of Bank——————————

Abstract of working statement for Lendings AA-I for the year 195 -195

	PRINCIPAL										INTEREST									
	At beginning of year			During the year		At close of year					At beginning of year			During the year		At close of year				
																		Earned but not due		
	Overdue in excess of demand	Total outstanding	Demand of the year	Recovered	Advanced	Overdue or in excess of demand	Amount standing post poned	Amount not yet matured	Total outstanding	Bad assets estimated	Overdue or in excess of demand	Earned but not due	Demand of the year	Received	Repaid from excess collections	Overdue or in excess of demand	Overdues of previous years	From primaries having overdue interest	From others	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1. Individuals ..																				Interest earned = Col.14+col. 19+col.20 —col.13.
2. Central Societies and Organization Funds.																				
3. Primaries—Isolated																				
4. " Working..																				
5. " Liquidated																				
6. " Total ..																				
7. Grand Total ..																				

Certified that (1) Col. 2+4-5=Cols.7 ; (2) Col. 3-5+6=Col.10; (3) Col. 7+8+9=Col. 10 and (4) Col. 12+14-15+16=Col. 17.

Signature of Accountant. *Signature of Auditor.*

Name of Bank ——————————

Abstract of working statement for investments AA-II

	INVESTMENTS										INTEREST									
	Owned at beginning of year		During the year								At beginning of year			During the year		At Close of year				
			Withdrawn		Made		Owned at close of year											Earned but not due		
	Face value	Market value	Face value	Market value	Face value	Market value	Face value	Market value	Amount of appreciation	Amount of depreciation	Over due cr in excess of demand	Earned but not due	Demand of the year	Received	Repaid from excess collections	Overdue cr in excess cf demand	Overdues cf previous years	From primaries having overdue interest	From others	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1. Non-fluid in D. B. Shares																				
2. ,, land ..																				
3. ,, buildings																				
4. ,, others ..																				
5. Total ..																				
6. Fluid in P. O. cash certificates.																				
7. Fluid in other Government securities.																				
8. Fluid in other fixed accounts. ..																				
9. Total ..																				
10. Grand total fixed investments.																				
11. Temporary investments in P. O. Savings Bank.																				
12. Temporary investments in Joint Stock Banks.																				
13. Temporary investments with private Banker.																				
14. Temporary investments with Treasurer. ..																				
15. Total ..																				
16. Great Grand Total ..																				

Interest earned=Col.14+Col. 19+Col.20—Col. 13.

Certified that (1) Col. 2—4+6=Col.8; (2) Col. 9—7+5—3=Col. 10 if plus or Col. 11 if minus and Col. 12+14—15+16=Col. 17.

Signature of Accountant. *Signature of Auditor.*

Name of Bank——————————

Abstract or working statements for shares A A-III for the year 195 -195

	Shares										Dividend and bonus					
	At beginning of the year				During the year		At close of the year									
	Overdue	In excess of demand	Actual amount held	Demand of the year	Received	Repaid	Overdue	In excess of demand	Actual amount held	Nominal value of shares held	Arrears at beginning of year	Debt of the year	Paid during the year	Recovered from excess payments	Arrears at close of year	Remarks
1	2(a)	2(b)	3	4	5	6	7(a)	7(b)	8	9	10	11	12	13	14	15
1. Individuals ..																
2. Central societies and Organisation Funds. ..																
3. Primaries Isolated ..																
4. „ Working ..																
5. „ Liquidated ..																
6. Total ..																
7. GRAND TOTAL ..																

1 Col.2(a)—2(b)+4—5=Col.7(a)—7(b); (2) Col.3+5—6=Col. 8 and (3) Col. 10+11—12+13=Col. 14.

Signature of Accountant.

Signature of Auditor.

Name of Bank———

Abstract of working statements for borrowings, AA—IV

	Account of borrowings										Account of interest							Remarks
		During the year		Held at close of the year							At beginning of year					At close of year		
							In fixed deposit											
	Held at beginning of year	Received	Repaid	Total	In current deposits	In savings deposit	At 4 per cent interest or less	From 4 per cent to 6 per cent interest both inclusive	At more than 6 per cent interest	As loan or cash credit	In arrears	Allowed but not owing	Debt of the year	Paid during the year	Recovered from excess pyment	In arrears	Allowed but not owing	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1. Individual —Local ..																		Interest allowed = col. 14 +col.18 —col.13.
2. „ —from outside ..																		
3. Joint Stock Banks ..																		
4. Private Banks and Bankers ..																		
5. The Rural Improvement Fund																		
6. liquidator's Current ..																		
7. Provident Fund (Employees) ..																		
8. Miscellaneous Borrowings ..																		
9. Total Individuals ..																		
10. The U. P. Co-operavtive Union																		
11. Other Central Societies ..																		
12. Total Central Societies ..																		
13. Primary working—Current ..																		
14. „ „ —Other ..																		
15. „ Liquidated—Current ..																		
16. „ „ Other ..																		
17. Total Primaries ..																		
18. Government ..																		
19. Grand Total ..																		

Certified that (1) Col. 2+3—4=Col. 5; (2) Col. 6+7+8+9+10 + 11—Col. 5, and (3) Col. 12+14—15+16=Col. 17.

Signature of Accountant.

Signature of Auditor.

Name of Bank——————————

Abstract of working statement for dead and trading stock AA-V for the year 195 -195

—	For goods purchased					For goods sold					Quantity or weight		Remarks
	To be paid at beginning of year	Debt of the year	Paid during year	Recovered from excess payments	To be paid at close of year	To be receive at beginning of year	Demand of year	Received during year	Repaid from excess collections	To be received at close of year	Market price of stock in hand at beginning of year	Market price of stock in hand at close of year	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1. Dead stock ..													Profit=Col. 13 —Col.12+Col. 8—Col.3.
2. Trading stock ..													
(*a*) For sale to members (societies and individuals).													
(*b*) For purchase and sale of member's products.													
3. Total													

Certified that (1) Col. 2+3—4+5=Col. 6 and (2) Col. 7+8—9+10=Col. 11.

Signature of Accountant. *Signature of Auditor.*

Name of Bank——————————

Abstract of working statement for miscellaneous accounts AA-VI

	Amounts receivable						Amounts payable						Held in fund		Remarks
	To be received at beginning of year	Demand of the year	Received during year: By forfeiture	Received during year: Otherwise	Repaid from excess collections	To be received at close of year	To be paid at beginning of year	[illegible] he year	Paid during the year: By writing off	Paid during the year: Otherwise	Recovered from excess payments	To be paid at close of year	At beginning of year	At close of year	
1	2	3	4 (a)	4(b)	5	6	7	8	9(a)	9(b)	10	11	12	13	14
1. Secretary Pay Fund ..															
2. Reserve Fund ..															Profit=Col. 3 of items 7 and 8.
3. Other Funds—															loss=Col. 8 of items 7 and 8.
(a) Bad Assets Fund ..															
(b) Building Fund ..															
(c) Dividend equalization Fund.															
(d) Charity Fund ..															
(e)															
(f) Depreciation Fund															
(g) Total ..															
4. Account of distributable profits.															
5. Account of allotment for dividend.															
6. Account of adjustment of depreciation and appreciation.															
7. Account of losses met from working expenses.															
8. Miscellaneous receipts and disbursements.															
9. Total of 2 to 8 ..															
10. Costs of managements															

Certified that (1) Col. 2+3—4(a)—4(b),+5=Col. 6; (2)Col.7+8—9(a)—9(b)+10=Col.11 and (3) Col.12+4(a)+4(b)—5—9(a)—9(b)+10=Col. 13.

Signature of Accountant. *Signature of Auditor.*

Instructions for the preparation of working statements

Introductory

It may be pointed out that a working statement is not intended to supply information in a cut-and-dried form for the use of inspecting officers. It is, as its name implies, but a statement for working out from the ledgers the various totals which are to be mentioned in the annual returns. Joint stock banks are able to dispense with such statements by maintaining the information required in special ledgers in which the necessary entries are made from day to day ; and thus the necessity for copying out the entries at the close of the year and then totalling them up is dispensed with. As such ledgers are not maintained in co-operative banks the preparation of working statements at the close of the year becomes necessary.

There are six working statements for banks, one for each of the following main heads, *viz.*—(*i*) lendings, (*ii*) investments, (*iii*) shares, (*iv*) borrowings, (*v*) stock, and (*vi*) miscellaneous accounts. In each of these working statements there are several sub-heads. The figures for the various items under each sub-head must be carefully and correctly copied out from the corresponding ledgers, and the totals for each sub-head given separately. These sub-head totals must then be carried over to an abstract working statement in the same form and the grand totals for the whole main head worked out and entered there. Thereafter all that has to be done for the preparation of the annual returns is to bring over certain figures of grand totals from the abstract on to the appropriate column or head of the annual returns. The working statement abstracts should be submitted to the office along with the annual returns.

I may be noted that in special cases, n whc there would be only one set of entries about any particular sub-head in the working statement, it is possible to bring over these entries direct from the ledger to the abstract instead of entering them first in the working statement and then taking them over from there to the abstract. Thus the labour of writing out these entries is reduced, for only one set of entries has to be made instead of two.

Another point to note is that the grand totals of the columns of the working statement abstracts which show receipts or disbursements should agree with the totals of the corresponding columns of the cash book. The columns showing the balances at the beginning of the year are really unnecessary as they are the same as the balance at the close of the previous year, but they have been inserted to facilitate checking and the easy detection of mistakes, if any ; for in each case the balance to be received at the close of the year must be equal to the balance to be received at the beginning of the year minus the amount received plus the amount paid, and so on, thus a more or less automatic check is provided on the balances.

Working Statement A-I—Working, statement A-I is intended primarily to show lendings by the bank, but for the sake of convenience the figures for shares and current or savings deposits of member societies are also entered in this statement. The necessary entries have to be

copied out in it from the ledger of societies under each of the following sub-heads separately, *viz.*, (1) individual members, (2) central societies, (3) working societies, and (4) liquidated societies. It may be noted that liquidated societies are technically neither members nor societies, but will be regarded as such. Lendings to individual members by co-operative banks have now ceased, but money used to be so lent out by some banks in former times. The portions of the statement relating to shares and deposits must remain blank under this sub-head and entries will only be made about those individual members from whom loans were outstanding at the beginning of the year. In the case of societies, however, entries must be made for *all* members or shareholding societies from the ledger, whether loans have been given to them or not. In addition entries will also be made about those non-member societies against whom lendings were outstanding at the beginning of the year or to whom lendings were made during the year ; in their cases,however, the columns for shares and deposits will remain blank.

It will thus be seen that the columns for shares and deposits will only be filled in the case of member societies (including central banks) and would otherwise remain blank. It must also be noted that the deposit columns are only meant to show savings and current deposits ; fixed deposits will not be entered in this statement. (Fixed deposits which have matured and not been repaid or renewed must not be regarded as current deposits).

Most of the other columns should present no difficulty, but the words "overdue or in excess of demand" require elucidation. It sometimes happens that by mistake or otherwise a larger amount is collected than what was recoverable ; such excess would be entered in the columns concerned with a minus sign, and encircled so that there may be no mistake in totalling. It is hoped that these minus entries will be few. If interest was collected in excess by mistake in previous years it may have to be refunded in cash and in such cases there would be an entry in column 14 ; excess interest collected during the year would be adjusted by plus and minus entries.

If column 13 is less than column 10 the difference between the two will be entered in column 16 but if it exceeds column 10, column 16 will remain blank. (This column 16 is intended to help in the preparation of items 15 and 16 of the profits and loss statement). Columns 25 and 26 are filled in from the columns provided in the ledger showing the future instalments ; advance collections will not be taken into consideration when making entries in column 26. Column 32 is a rough estimate to be made by the auditor in accordance with the standing instructions on the subject.

All the entries having been made in the statement the totals under each sub-head must be worked out separately and taken over to the appropriate abstract. The transactions relating to lendings (principal and interest) would be noted in the abstract for lendings, those relating to shares in the abstract for shares and those relating to the current and savings deposits of member societies to the abstract for borrowings If there happens to be only one entry under any sub-head the entries about it can be made directly in the corresponding abstract instead of entering it first in the working statement itself.

Working Statement A-II—The different sub-heads for the workng statement of investments are as follows :

(1) Fixed and non-fluid	..	Shares in co-operative banks.
(2) Fixed and non-fluid	..	Land.
(3) Fixed and non-fluid	..	Buildings.
(4) Fixed and non-fluid	..	Others.
(5) Fixed but fluid	..	Government securities.
(6) Fixed but fluid	..	Post office cash certificates.
(7) Fixed but fluid	..	Fixed deposits in joint stock banks.
(8) Fixd but fluid	..	Others.
(9) Temporary ..	..	Post office savings bank.
(10) Temporary ..	..	Current (or savings) account with joint stock banks.
(11) Temporary ..	..	Current (or savings with private bankers.
(12) Temporary ..	..	Others.

Temporary investments are in reality part of the cash balances of the bank, but they have to be shown in this statement because interest is sometimes earned on them. Entries about them will be made from the pass-books concerned. Those about fixed investments will be made from the ledger of investments.

The figures for market rate and market value at the close of the year will not, however, be available from the ledger. It may be pointed out, therefore, that the market value of shares owned in co-operative banks would usually be the same as their face value, unless the financial condition of these banks is such that the shares are practically valuless. In the case of land and buldings the face value is the purchase price and the market value is its probable sale price on June 30, i.e., the purchase price suitably depreciated in accordance with the depreciation rules. The market value of Government securities are worked out from the market rate prevailing on June 30 as intimated by the Registrar. In the case of post office cash certificates the annual interest, which is mentioned on the reverse of the certificate, should be shown as received and again as an investment made ; the face value and the market value would thus always be the same. In temporary investments the face value and the market value are also the same ; and when interest is allowed on savings accounts, that has to be treated in the same way as the interest on post office cash certificates.

The amount of appreciation in the value of securities, etc. is equal to column 10 minus column 7 plus column 5 minus column 3. If this figure is a minus quantity it should be entered in column 11 as that represents the depreciation.

It will be noticed that though there are a large number of sub-heads, in this statement, excluding sub-heads 5 and 6, the rest would usually either be blank or have not more than one set of entries each. The entries about such sub-heads need not, therefore, be made in the working statement, but may be made direct in the abstract from the ledger or pass-book concerned. In the other cases the totals would

be worked out in the working statements and taken over to the abstract.

Working Statement A-III.—This needs no explanation. The totals of the working statement will be taken over to the abstract for shares. If no share money is realized during a year from preference shareholders, and no demand arises against them, there is no need to prepare the working statement afresh as the one for the previous year would give the information required. If there are very few demands and collections during a year the whole working statement need not be prepared ; a supplement to the previous year's working statement would suffice.

Working Statement A-IV.—The different sub-heads of this working statement (A-IV) are as follows :

(1) Individuals .. .. Joint stock banks.
(2) Individuals .. .. Private banks or bankers.
(3) Individuals .. .. Provident fund of employees.
(4) Individuals .. Liquidator's Current.
(5) Individuals .. Rural Improvement Fund.
(6) Individuals .. .. Others—local.
(7) Individuals .. .. Others—from outside.
(8) Central societies .. The United Provinces Co-operative Union.
(9) Central societies .. Others.
(10) Primary societies .. Working.
(11) Primary societies .. Liquidated.
(12) Government.

Entries will be made under each of these sub-heads for borrowings taken by the bank, whether they be in the shape of loans or cash credit or fixed deposit or savings deposit or current deposit, from the different registers provided for the purpose. It may be noted that in the case of member societies included under sub-heads 9, 10 and 11 entries would only be made about fixed deposits held, if any ; for saving and current deposits held from them are entered in working statement A-I.

It may be noted that in several cases, *e.g.*, under sub-heads 1, 2, 4, 5, 9, 10, 11 and 12 there may be no entries or only one ; in such cases there need be no entries in the working statement itself, but the entries can be made direct from the ledger in the abstract. In other cases the different items under each sub-head would be entered in the working statement, and the totals for the sub-head taken over to the abstract. All the entries in the abstract for borrowings would be made in this way either from this working statement or direct from the ledger, except those about savings and current deposits held from primary societies (under sub-heads 10 and 11) which would be brought over to it from workings statement A-I.

Columns 13 and 18 of the working statement, perhaps, need some explanation. Just as we show the figures for "earned but not due" in the case of interest receivable we have to enter the interest which is "allowed but not owing" in the case of interest payable. The interest calculated up to June 30 on deposits held on that date does

not become a debt till July 1st; hence on June 30th such amounts are allowed but not owing and must, therefore, be shown in columns 13 and 18 and not in the column for the debt.

Working Statemnt A.-V.—It is necessary to have three sub-heads in working statement A.-V., *viz.*—(1) dead stock, (2) trading stock purchased from members, and (3) other trading stock (*i.e.*, goods purchased from outside for sale to members). The figures for each sub-head must be separately noted in the statement and totalled, and the sub-head totals taken over to the abstract. The price per unit to be entered in column 14 would be determined in accordance with the standing instruction about the rate at which depreciation is to be allowed. Column 15 would contain the product of columns 13 and 14. The profit or loss (depreciation in the case of dead stock) would be worked out by taking column 15 minus column 12 plus column 8 minus column 3. In the case of dead stock it is advisable to make the entry of depreciation in column 16 in the case of each individual item entered in he statement in each of the other two sub-heads however, the total profit or loss for all the items in it may be worked out by this formula and entered in the remarks column.

Working Statement A-VI—This working statement is to be prepared from the general ledger (register of miscellaneous accounts) after comparison with the demand and debt register in the case of societies. The different sub-heads are mentioned in the abstract. There is no particular difficulty in making entries in the statement from the ledger' Each of the entries in this statement will go to some head or other of the annual returns, and instructions on this subject will be found in connection with the annual returns.

Operations S Statement A-1

For the year ending the 30th June, 19 .

1. Name of Central Bank——————

Number of MEMBERS—

2. Individuals
3. Societies

NUMBER OF SOCIETIES holding shars in Central bank—

4. Central credit
5. Agricultural credit
6. Non-agricultural credit
7. Other

LOANS ADVANCED during the year.—

8. To individuals
9. To banks and societies

LENDINGS RECOVERED during the year—

10. From individuals
11. From banks and societies

LENDINGS OUTSTANDING at the close of the year—

12. With individuals
13. With banks and societies

BORROWINGS TAKEN during the year—

14. From individuals
15. ,, central banks
16. ,, primary societies

BORROWING REPAID during the year—

16-A. To individuals
16-B. To central banks
16-C. To primary societies
17. Received from SALE OF GOODS to members
18. Paid for purchase of members' product
19. COSTS OF MANAGEMENTS paid.

20. SHARE capital paid up

BORROWINGS HELD at the close of the year

21. From individuals
22. ,, central banks
23. ,, primary societies
24. ,, Government
25. RESERVE FUND

25-A. Other funds

26. WORKING CAPITAL (Total of items 20 to 25-A).
27. PROFIT (+) OR LOSS (–) of the year.
28. Usual DIVIDEND paid on shares

Most usual RATE OF INTEREST

29. On borrowings
30. On lendings
31. Uncalled and subscribed SHARE CAPITAL

Amount of LOANS ADVANCED FOR—

32. Rent and Revenue
33. Seed and needs of cultivation
34. Purchase of cattle and fodder
35. Marriages and ceremonies
36. Maintenance and miscellaneous
37. Repayment of old debt
38. Trade

DEMANDS OF—

39. Shares from primaries
40. Loans ,, ,,
41. Interest ,, ,, (liquidated)
42. ,, ,, ,,(working)
43. ,, ,, other sources
44. Estimated BAD ASSETS

Certified that the figures in the statement above are correct and that they correspond with the books of society.

Date—————— *Managing Director.*

Revenue Statement A-II

For the year ending the 30th June, 19 .

1. Name of Central Bank————————

Receipts			Disbursements		
2. SHARES received			16. SHARES repaid		
BORROWINGS taken from—			BORROWINGS repaid to—		
3. Individuals			17. Individuals		
4. Central Banks			18. Central banks		
5. Primary societies			19. Primary societies		
6. Government			20. Government		
LENDINGS RECOVERED from—			LENDING MADE to—		
7. Individuals			21. Individuals		
8. Central banks			22. Central banks		
9. Primary societies			23. Primary societies		
9-A. INVESTMNTS withdrawn			23-A. A INVESTMENT made		
INCOME REALIZED			EXPENSES PAID		
10. Interest received			24. Interest paid		
			25. Dividend and bonus to members		
11. Sale of goods			26. Stock bought		
			27. Cost of management		
11-A. Secretary pay fund received.			27-A. Secretary pay fund disbursed.		
12. Other items received—			28. Other items disbursed—		
(*a*) by forfeiture Rs.———			(*a*) by writing off Rs. ———		
(*b*) otherwise Rs. ———			(*b*) otherwise Rs. ———		
			(c) of which disbursed by distribution of profits Rs. ———		
13. Total income realized Rs. ———			29. Total expenses paid Rs. ———		
13-A. Total receipts of the year			29-A. Total disbursements of the year.		
14. Opening balance			30. Closing Balance		
15. Grand Total of receipts			31. Grand Total of disbursements.		

Certified that the figures above are correct and correspond with the books of the society.

Date——————— *Managing Director.*

Balance Sheet A-III

For the year endng the 30th June, 19 .

1. Name of Central Bank——————

Assets			Liabilities	
2. IN HAND—			BORROWINGS held from—	
Cash Rs.—————			10. Individuals	
Temporary investment Rs. —————			11. Central banks	
			12. Primary societies	
3. INVESTMENTS (fixed)			13. Government	
(*a*) Non-fluid Rs. ———			14. SHARE capital held as	
(*b*) Fluid Rs. ———			(*a*) Preference shares Rs.—	
LENDINGS outstanding with—			(*b*) Ordinary shares Rs. —	
4. Individual members			15. INTEREST to be paid	
5-A. Central banks			(*a*) In arrears Rs.———	
5-B. Primary societies (i) Overdue Rs.——— (ii) Postponed Rs.——— (iii) Not matured Rs. ———			(*b*) Allowed but not owing Rs.———	
6. INTEREST accrued :			16. COST OF MANGEMENT to be paid.	
(*a*) Overdue Rs.———			16-A. To be paid to Secretary pay fund.	
(*b*) Earned but not due from— (i) Societies having overdue interest Rs.———			17. OTHER ITEMS to be paid—	
(ii) Others Rs.———			(*a*) For stock bought Rs.———	
7. STOCK in hand (present value)			(b) As dividend or bonus Rs. ———	
			(*c*) Otherwise Rs. ———	
7-A. To be received from Secretary pay fund.			18. RESERVE FUND	
8. OTHER ITEMS to be received :			19. Other funds	
			20. Undistributed profits	
(*a*) From stock sold Rs. —			21. TOTAL liabilities	
(*b*) Otherwise Rs.———			22. PROFIT (+) or LOSS (—)	
9. GRAND TOTAL ..			23. GRAND TOTAL ..	

Certified that the figures above are correct and correspond with the books of the Society.

Dated—————— *Managing Director.*

AUDIT CERTIFICATE

I hereby certify that I have examined the accounts and registers of the——————society for the year ending 30th June, 19 , with the vouchers and have found them correct. Also this balance sheet is a true and correct statement of the capital and liabilities and the property and assets of the society as set forth in such accounts and registers.

Dated——————19 . *Auditor.*

Profit and Loss Statement A-IV

For the year ending the 30th June, 19 .

1. Name of Central Bank—

Profit			Loss		
2. Profit(+) or loss (—) brought forward from last year.					
3. Interest earned from—			8. Interest allowed		
(a) Liquidated societies Rs.—			9. Cost of management incurred.		
(b) Working societies Rs.—			10. Provision for bad assets		
(c) Other sources Rs. —			11. Depreciation of stock and non-fluid investments.		
4. By sale of goods to members			12. Other items		
5. By purchase and sale of products of members			13. Total (Items 8 to 12)		
6. Other items			13-A. Profit + or Loss – of the year (item 7—item 1).		
7. Total (Items 3 to 6)			14. Net profit + or Loss – (item 2 plus item 13-A)		
15. Amount of item 7 actually received.			16. Amount of item 13 actually disbursed.		

Certified that the figures above are correct and correspond with the books of the society.

Date— *Managing Director.*

Statement of distributable profits A-V

For the year ending the 30th June, 19 .

1. Name of Central Bank—

2. Net profit (+) or loss(—)			9. To reserve fund		
3. Deduct overdue interest			10. To dividend at—per cent on——shares		
4. Deduct interest earned but not due from societies having overdue interest			11. To bad debt fund		
4-A. Add portion of (3) or (4) permitted to count for purposes of distribution			12. To charity fund		
5. Net amount to be deducted			13. To building fund		
6. Distributable profits of the year			14. To any other fund		
7. Undistributed profits brought over			15. To be carried over to next year		
8. Profits available for distribution			16. Total		

Certified that the figures above are correct and correspond with the books of the Society.

Date— *Managing Director.*

(CROSS CHECK STATEMENT) No. 1

Name of C. B.——————————*for* 19 -19 .

Figures shown in		Difference		Explanation for difference
Item 4 of A-II	Item 22 of A-II	Increase	Decrease	

(CROSS CHECK STATEMENT) No. 2

Figures shown in		Difference		Explanation for difference
Item 8 of A-II	Item 18 of A-II	Increase	Decrease	

(CROSS CHECK STATEMENT) No. 3

(*For unlimited liability society only*)

Name of C. B.——————————*for* 19 -19 .

Abs.	Figures shown in For last year Column 18	Column 22	Total	Column 18 of U. P. III (Bank total) for the year under report	Difference Increase	Decrease
Agr.						
Non-Agr.						

Explanation for difference.

(Agriculture)

(Non-Agriculture)

(CROSS CHECK STATEMENT) No. 4

Name of C. B.——————————*for* 19 -19 .

Figures shown in column			Figures shown in co lumn				Difference	
5A & 5B of A-III	5 of C.P. III (Bank totals)	Total	11 of A-III	12 of A-III	11 and 12 of C. P. III (Bank totals)	Total	Increase	Decrease

Explanation for difference.

(CROSS CHECK STATEMENT) No. 5

Name of C. B.——————————*for* 19 -19 .

Figures shown in column 5C. P-II (Bank totals)	Figures shown in column 23 C. P-II (Bank totals)	Difference	
		Increase	Decrease

Explanation for difference.

———

(CROSS CHECK STATEMENT) No. 6

Item 23 of A-II	Column 4 of C. P.-II (Bank totals)	Difference	
		Increase	Decrease

Explanation for difference.

(CROSS CHECK STATEMENT) No. 7

Name of C. B.——————————*for* 19 -19 .

Item 5 of A-II	Column 22 of C. P-II (Bank totals)	Difference	
		Increase	Decrease

Explanation for difference.

(CROSS CHECK STATEMENT) No. 8

Column 9 of C. P-II (Bank totals)	Column 19 of C. P-II (Bank totals)	Difference	
		Increase	Decrease

Explanatin for dlfference

(CROSS CHECK STATEMENT) No. 9

Name of C. B.——————————*for* 19 -19 .

Item 9 of A-II	Column 18 of C. P-II (Bank totals)	Difference	
		Increase	Decrease

Explanation for difference.

(CROSS CHECK STATEMENT) No. 10

Item 19 of A-II	Column 8 of C. P-II (Bank totals)	Difference	
		Increase	Decrease

Explanation for difference.

Compilation Statement CA-I

Operations of Central Banks for the year ending 30th June, 19 .

Name of Central Bank	Number of members		Number of societies holding shares in Central Bank				Loans advanced during the year		Lending recovered during the year		Lendings outstanding at close of the year		Borrowings taken during the year			Borrowrings repaid during the year			Received from sale of goods to members	Paid for purchase of members' products	Costs of management paid	Share capital paidup
	Individuals	Societies	Central credit	Agricultural credit	Non-agricultural credit	Others	To individuals	To banks and societies	From individuals	From banks and societies	With individuals	With banks and societies	From individuals	From central banks	From primary societies	To individuals	To central banks	To primary societies				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16A	16B	16 C	17	18	19	20

Borrowings held at the close of the year				Reserve fund	Other funds	Working capital (total of columns 20 to 25-A)	Profits (+) or loss(—) of the year	Usual dividend paid on shares	Most usual rate of interest		Uncalled and subscribed share capital	Amount of loans advanced for							Remarks
Erom individuals	From Central Banks	From Primary Societies	From Govetnment						On borrowings	On lendings		Rent and revenue	Seed and other needs of cultivation	Purchase of cattle and fodder	Marriages and ceremonies	Maintenance and miscellaneous	Repayment of old debt	Trade	
21	22	23	24	25	25-A	26	27	28	29	30	31	32	33	34	35	36	37	38	39

Compilation Statement CA-II

Receipts and Disbursements of Central Banks for the year ending 30th June, 19 .

RECEIPTS

Name of Central Bank	Shares received	Borrowings taken from—				Lending recovered from—			Investments withdrawn	Income realized					Total receits of the year (columns 2 to 9-A and 13)	Opening balance	Grand total of receipts (Columns 13A and 14).
		Individuals	Central banks	Primary societies	Government	Individuals	Central banks	Primary societies		Inetrest received	Sale of goods	Secretary, pay fund, received	Other items received	Total income realized (column 10 to 12)			
1	2	3	4	5	6	7	8	9	9a	10	11	11a	12	13	13a	14	15

DISBURSEMENTS

Shares repaid	Brorrowings repaid to—				Lendings made to—			Investments made	Expenses paid							Total disbursement of the year (columns 16 to 23A and 29)	Closing balance	Grand total of disbursements (column 29A and 30)	Amount written off	Amount of profits distributed
	In dividuals	Central Banks	Primary societies	Government	Individuals	Central banks	Primary societies		Interest paid	Dividend and bonus to member	Stock bought	Cost of management	Secretary pay fund, disbursed	Other items disbursed	Total expenses paid (column 24 to 28)					
16	17	18	19	20	21	22	23	23-A	24	25	26	27	27-A	28	29	29-A	30	31	32	33

Compilation Statement CA-III

Balance sheets of Central Banks as on 30th June, 195 .

Name of Central Bank	Assets																	
	Cash and temporary investment in hand	Fixed investments in hand	Loans outstanding with—							Interest accrued					Stock in hand (present value)	To be received from secretary pay fund	Other items to be received	Grand total
			Individual members	General societies	Primary societies					Total	Overdue	arned but not ue from—						
					Total	Overdue	Postponed	Not matured				Societies having overdue interest	Others					
1	2	3	4	5A	5B	5B(i)	5B(ii)	5B(iii)		6	6A	6A(i)	6B(ii)		7	7A	8	9

Liabilities																	
Borrowings held from—				Share capital held			Interest to be paid	Cost of management	To be paid to secretary pay fund	Other items to be paid	Reserve funds	Other funds	Undistributed profits	Total liabilities	Profit + or loss—	Grand total
Individuals	Central banks	Primary societies	Government	Total	As preference shares	As ordinary shares										
10	11	12	13	14	14a	14b	15	16	16A	17	18	19	20	21	22	23

Compilation Statement CA-IV

Profit and loss statements of Central Banks for the year ending 30th June, 195 .

Name of Central Bank	Proft +or loss—brought forward from last year	Profit								Loss			
		Interest earned				By sale of goods to members	By purchase and sale of products of members	Other items	Total (items 3, 4, 5 and 6)	Interest allowed	Cost of management incurred	Provision for bad assets	Depreciation of stock and non-fluid investments
		Total	From liquidated societies	From working societies	From other sources								
1	2	3	3(a)	3(b)	3(c)	4	5	6	7	8	9	10	11

Loss		Proft + or loss—of the year (item 7—item 13)	Net profit+or loss—(item 2 plus item 13A)	Amount of item 7 actually received	Amount of item 13 actually disbursed	Demand of shares from primaries	Demand of loans from primaries	Demand of interest from—			Estimated bad assets	Remarks
Other items	Total (items 8 to 12)							Primaries (liquidated)	Primaries (working)	Other sources		
12	13	3A	14	15	16	17	18	19	20	21	22	23

Instructions for the preparation of annual returns of Central Banks

All central banks and banking unions as well as all non-credit central societies are required to submit certain annual returns. The correct method of the preparation of the returns is not to depend entirely on the cash-book and calculations based on the figures of the previous year but to work out the figures from the ledgers. The necessary figures should first be taken over from the ledgers to the working statements, thence to their abstracts and then brought over from the latter to the appropriate head of the annual returns. The forms of these returns have been slightly amended so that the amounts to be noted under each item would be at once available from one or more of the columns of the abstract working statements. Instructions for bringing over the figures of the various abstract statements to the annual returns are given in the Appendix.

The revenue statement—Hitherto the practice has been that the revenue statement is just copied out from the cash-book. It is better to prepare it as mentioned above from the abstract working statement, and then compare the figures with those of the cash-book. The following points should, however, be carefully noted in preparing the revenue statement :

(1) Borrowings from individuals include those from joint stock banks, private banks and bankers, the rural improvement funds, the liquidator's current account, the provident fund of employees, etc. in addition to deposits received from private persons.

(2) Organization funds may be regarded as central banks for the purposes of these returns.

(3) Except in cases where under specific instructions the dealing of liquidated societies are to be shown separately from those of working societies, societies may be taken to included liquidated as well as working societies.

(4) Land and buildings are to be regarded as non-fluid investments and should be shown under items 9(A) and 23(A).

(5) The interest earned each year on post office cash certificates would appear in this statement both as interest realized, on the receipts side, and as investments made on the disbursement side.

(6) In item 25 of the statement bonus means a sum paid as such to share-holders in addition to dividend and does not include the gratuity paid to the staff of the bank (which must go under costs of management).

(7) Furniture is to be shown under "stock" and not under costs of managment, i. e. in item 11 or 26 as the case may be.

(8) An amount written off by a bank as irrecoverable will have been shown in the account books both as realized and as disbursed, the latter entry appearing either in the account of the fund from which the amount was written off or in that of losses met from working expenses as the case may be. Entries would appear accordingly in the revenue statement under the corresponding heads and the total amount written off shown separately under item 28 (*a*).

(9) Similarly entries would also appear about amounts allotted from working expenses to the bad assets fund, though such entries would not be specifically mentioned.

The balance-sheet—The balance-sheet must also be prepared direct from the abstract working statements. The correctness of some of its items can be checked by working out the figures from the previous balance-sheet and the revenue statement, but that of others such as interest , cost of management, value of stock and investments, etc. cannot be so verified. Care is required to see that the figures brought forward from the abstact working statements are entered under their appropriate items and on the proper side in the balance-sheet. The following points must be borne in mind :

(1) Government securities should be valued at the market rates prevailing on June 30, as notified to banks by the Registrar.

(2) Land, building, stock, etc. must be depreciated in accordance with the circular on the subject.

(3) Appreciation, if any, in the value of investments, should be added to the depreciation fund. If Government securities depreciate, such depreciation should be met by reducing the depre ciation fund. If the depreciation exceeds the amount in the fund, such excess must be shown as loss met from working expenses during the year.

(4) Postponements given to societies after the demand has fallen due, whether in connexion with reorganization or otherwise must be ignored, and such amount treated as overdue.

(5) All loans due to the bank by liquidated societies should be regarded as overdue.

(6) If the recovery of any sum, whether of principal or of interest or of any other kind is doubtful, it must not be excluded from the assets, but the bank is at liberty to allot a suitable amount from its working expenses to the bad assets fund, to meet such expected losses in whole or in part.

(7) Salaries for the month of June should not be disbursed on June 30, as they really become payable on July 1. They should be shown as a debt on June 30, and would then be acknowledged as a liability in item 16.

***Profit** and loss statement*—In the profit and loss statement it may be noted that :

(1) If the bank worked at a loss in the previous year, the amount thereof should be shown under item 2 with a minus sign.

(2) The so-called "appreciation" in the value of post office cash certificates is really interest earned on them and would, therefore, be shown under item 3(*c*).

(3) An appreciation in the value of land and building (if any) should ordinarily be added to the depreciation fund, if however, for any special reason it is taken to profits, it must appear under item 6.

(4) Item 10 includes the depreciation on Government securities met from working expenses in addition to amounts written off from working expenses as being irrecoverable and provision made from working expenses for amounts the recovery of which is doubtful. In other words it shows the losses, met from working expenses.

(5) Item 15. The total earnings of the year minus the amount overdue at the close of the year plus the overdue of previous year.

Item 16 can also be worked out similarly.

Statement of distributable profits—The amount of item 5 shall be carried over to item 2 of A-IV of the following year.

2. The amount of item 15 shall be carried over to item 20 of A-III of the following year.

APPENDIX

Statement	AA-I	is	the	abstract	working	statement	for lendings.
,,	II	,,	,,	,,	,,	,,	investments.
,,	III	,,	,,	,,	,,	,,	shares.
,,	IV	,,	,,	,,	,,	,,	borrowings.
,,	V	,,	,,	,,	,,	,,	dead and trading stock.
,,	VI	,,	,,	,,	,,	,,	miscellaneous accounts.

REVENUE STATEMENT

No. of item of revenue statement			Reference to column of abstract working statement	
Item	2	..	Column	5(7) of AA-III.
,,	3	..	,,	3(9) of AA-IV.
,,	4	..	,,	3(12) of AA-IV.
,,	5	..	,,	3(17) of AA-IV.
,,	6	..	,,	3(18) of AA-IV.
,,	7	..	,,	5(1) of AA-I.
,,	8	..	,,	5(2) of AA-I.
,,	9	..	,,	5(6) of AA-I.
,,	9(A)	..	,,	5(16) of AA-II.
,,	10	..	,,	15(7) of AA-I and 15(16) of AA-II.
,,	11	..	,,	9(3) of AA-IV.
,,	11(A)	..	,,	4(*b*)(1) of AA-VI.

No. of item of revenue statement			Reference to column of abstract working statement	
Item	12	..	Column	Total of 12(*a*) and 12(*b*).
,,	12(*a*)	..	,,	4(*a*) (1), (9) and (10) of AA-VI.
,,	12(*b*)	..	,,	13(7) of AA-III.
			,,	16(19) of AA-IV.
			,,	5(3) of AA-V.
			,,	10(1)(9) and (10) of AA-VI.
			,,	4(*b*),(9) and (10) of AA-IV.
,,	13	..	Total of 10 to 12.	
,,	13(A)	..	,,	2 to 12.
,,	14	..	To be noted from cash-book.	
,,	15	..	Total of 13(A) and 14.	
,,	16	..	Column	6(7) of AA-III.
,,	17	..	,,	4(9) of AA-IV.
,,	18	..	,,	4(12) of AA-IV.
,,	19	..	,,	4(17) of AA-IV.
,,	20	..	,,	4(18) of AA-IV.
,,	21	..	,,	6(1) of AA-I.
,,	22	..	,,	6(2) of AA-I.
,,	23	..	,,	6(6) of AA-I.
,,	23(A)	..	,,	7(16) of AA-II.
,,	24	..	,,	15(19) of AA-IV.
,,	25	..	,,	12(7) of AA-III.
,,	26	..	,,	4(3) of AA-V.
,,	27	..	,,	9(*b*), 10 of AA-VI.
,,	27(A)	..	,,	9(*b*)(1) of AA-VI.
,,	28	..	Total of 28(*a*) and 28(*b*).	
,,	28(*a*)	..	Column	9(*a*)(1),(9) and (10) of AA-VI.
,,	28(*b*)	..	,,	16(7) of AA-I.
			,,	16(16) of AA-II.
			,,	10(3) of AA-V.
			,,	5(1),(9) and (10) of AA-VI.
			,,	9(*b*)(9) of AA-VI.
,,	28(*c*)	..	,,	9(*b*)(4) of AA-VI.
,,	29	..	Total of 24 to 28.	
,,	29(A)	..	Total of 16 to 28.	
,,	30	..	To be noted from cash-book.	
,,	31	..	Total of 29(A) and 30.	

BALANCE-SHEET

No. of item of Balance-sheet			Reference to column of abstract working statement
Item	2	..	To be noted from cash-book.
,,	3	..	Is the total of 3(*a*) and 3(*b*).
,,	3(*a*)	..	Column 9(5) of AA-II.
,,	3(*b*)	..	,, 9(9) of AA-II.
,,	4	..	,, 10(1) of AA-I.
,,	5(A)	..	,, 10(2) of AA-I.
,,	5(B)	..	,, 10(6) of AA-I.
,,	5(B)(i)	..	Plus figures of column 7(6) of AA-I.
,,	5(B)(ii)	..	Column 8(6) of AA-I.
,,	5(B)(iii)		,, 9(6) of AA-I minus the minus figures of column 7(6) of AA-I.
,,	6	..	Is the total of 6(*a*), 6(*b*)(i) and 6(*b*)(ii).
,,	6(*a*)	..	Plus figures of 17(7) of AA-I and 17(16) of AA-II.
,,	6(*b*)	..	Is the total of 16(*b*)(i) and 16(*b*)(ii).
,,	6(*b*)(i)	..	Column 19(6) of AA-I.
,,	6(*b*)(ii)	..	Total of column 20(7) of AA-I and 20(16) of AA-II, minus the minus figures of column 17(7) of AA-I and column 17(16) of AA-II.
,,	7	..	Column 13(3) of AA-V.
,,	7(A)	..	,, 13(1) of AA-VI (if a minus figure).
,,	8	..	Total of 8(*a*) and 8(*b*).
,,	8(*a*)	..	Plus figures of 11(3) of AA-V.
,,	8(*b*)	..	Minus figures of 14(7) of AA-III. Minus figures of 17(19) of AA-IV. Minus figures of 6(3) of AA-V. Minus figures of 11(2)) 11(3, (*g*), 11(5), 11(6), 11(7), 11(8) and 11(10) of AA-VI. Plus figures of 6(9), and 6(10) of AA-VI.
Item	9	..	Total of 2 to 8.
,,	10	..	Column 5(9) of AA-IV.
,,	11	..	,, 5(12) of AA-IV.
,,	12	..	,, 5(17) of AA-IV.
,,	13	..	,, 5(18) of AA-IV.
,,	14	..	Total of 14(*a*) and 14(*b*).

No. of item of Balance-sheet			Reference to column of abstract working statement
Item	14(*a*)	..	Column 8(1) of AA-III.
,,	14(*b*)	..	,, 8(2) and 8(6) of AA-III.
,,	15	..	Total of 15(*a*) and 15(*b*).
,,	15(*a*)	..	Plus figures of column 17(19) of AA-IV.
,,	15(*b*)	..	Column 18(19) of AA-IV.
,,	16	..	Plus figure of column 11(10) of AA-VI.
,,	16(A)	..	Plus figure of 13(1) of AA-VI.
,,	17	..	Total of 17(*a*) 17(*b*) and 17(*c*).
,,	17(*a*)	..	Plus figures of column 6(3) of AA-V.
,,	17(*b*)	..	,, ,, 14(7) of AA-III.
,,	17(*c*)	..	Minus figures of 11(3) of AA-V.
,,		..	,, ,, 6(9) and 6(10) of AA-VI. Plus figures of 11(2) 11(3)(*g*), 11(5), 11(6), 11(7), 11(8) of AA-VI.
,,	18	..	Column 13(2), of AA-VI.
,,	19	..	,, 13(3) (*g*) of AA-VI.
,,	20	..	,, 11(4) of AA-VI.
,,	21	..	Total of 10 to 20.
,,	22	..	Is the difference between 9 and 21.
,,	23	..	Is the total of 21 and 22.

PROFIT AND LOSS STATEMENT

No. of item of profit and loss statement			Reference to item of abstract working statement
Item	2	..	Is brought over from item 5 of statement of distributable profits A-V for previous year.
,,	3	..	Equals column 14 + column 19 + column 20—column 13 of AA-I and II.
,,	3(*a*)	..	Equals column 14 + column 19 + column 20—column 13 of AA-I (5) (primaries liquidated).
,,	3(*b*)	..	Equals column 14 + column 19 + column 20—column 13 of AA-I(4) (primaries working).
,,	3(*c*)	..	Equals column 14 + column 19 + column 20—column 13 of AA-I (1 + 2 + 3) and column 14 + column 19 + column 20—column 13 of AA-II (16).
,,	4	..	Equals column 13—column 12 + column 8—column 3 of AA-V(2*a*) (trading stock for sale to members) if a plus figures. If a minus figures it would go to item 12.

No. of item of Profit and loss statement		Reference to item of abstract working statement
Item 5	..	Equals column 13—column 12 + column 8—column 3 of AA-V 2(*b*) (trading stock, for purchase and sale of members products) if a plus figure. If a minus figure it would go to item 12.
,, 6	..	Column 3(8) and (7) of AA-VI.
,, 7	..	Is the total of items 3 to 6.
,, 8	..	Equals column 14 + column 18—column 13 of AA-IV (19).
,, 9	..	Column 8(10)—column 3(10) of AA-VI.
,, 10	..	,, 8(7) of AA-VI.
,, 11	..	Equals [column 11 of AA-II (5)] + (column 3—8 +12—13) of AA-V(I).
,, 12	..	Equals column 8 of item 8 of AA-VI.
,, 13	..	Is the total items 8 to 12.
,, 13A	..	Is the difference between 7 and 13.
,, 14	..	Is the total of items 2 and 13A.
,, 15	..	Equals the total earnings of the year minus the amount overdue at the close of the year plus the overdue of the previous years.
,, 16	..	Can also be worked out just in the same way as item 15.

Working Statement W. P.

Statement showing the transactions of members of——————*Agricultural society for* 195 -195 .

Name of member	Shares					Interest					Principal								Deposits			Other accounts						
		During year		At close of year				At close of year				During year		At close of year								To be realized			To be paid			
	Demand of year	Received	Repaid	Balance overdue	Total shares at credit	Demand of year	Received during year	Overdue	Members having overdue interest	Others	Demand of year	Received	Advanced	Overdue	Postponed	Not due	Total outstanding	Estimated bad debts	Received	Repaid	Balance	Demand	Realized	Balance at end of year	Debt	Paid	Balance at end of year	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Operation Statement P-I

For the year ending the 30th June, 195 . *Date of registration*

1. *Name of society*——————*District*——————
2. Class of society—Agricultural or non-agricultural.
3. Ditto —Credit or non-credit.
4. Ditto —Limited or unlimited.
5. Number of members on 30th June.
6. Ditto who are cottage industrialists ,,
7. Ditto who belong to depressed classes ,,
8. Working capital of society.
9. Owned capital of society.
10. Rate of dividend paid on shares.
11. Rate of interest allowed on borrowings.
12. Rate of interest earned on lendings.
13. Mention the fact if the society has worked over 10 years.
14. Mention the fact if the society gave rebate of interest during year.
15. Mention the fact if the society works with reduced rate of interest.
16. Demand of shares during the year.
17. Demand of loans from members during the year.
18. Demand of interest on lendings during the year.
19. Debt of interest on borrowings during the year.
20. Audit classification of society.
21. Date of last audit.

Certified that the figures in the statement above are correct and that they correspond with the books of the society.

——————

Supervisor,

——————

Date——————

REVENUE STATEMENT P-II

FOR THE YEAR ENDING THE 30TH JUNE, 195 .

1. *Name of Society*——————————*District*——————————

Receipts	Rs.	a	p.	Disbursement	Rs.	a.	p.
2. Shares received from members				16. Shares repaid to members			
Borrowing taken				Borrowings repaid ..			
3. Desposits from—				17. Deposits repaid to—			
(*a*) members ..				(*a*) members ..			
(*b*) non-members ..				(*b*) non-members ..			
4. Loans from central bank							
5. Deposits from primary societies.				18. Loans repaid to central bank			
6. Loans from Government							
Lendings and investments recovered.				19. Deposits repaid to primary societies.			
7. Loans recovered from members				20. Loans repaid to Government.			
8. Deposits withdrawn from central bank.				Lendings and investments made.			
9. Deposits withdrawn from primary societies.				21. Loans advanced to members.			
Investments withdrawn				22. Deposits placed in central bank			
9A(*i*) From central banks, e. g. shares.				23. Deposits placed in primary socieities.			
(ii) From others							
Income realized ..				Investments made			
As interest from ..				23A(*i*) In central banks, e.g., shares.			
10(*a*) Loans to members Rs.—				(ii) Elsewhere ..			
				Expenses paid ..			
10(*b*) Central Bank Rs.——				As interest on borrowings :			
10(*c*) From other lendings Rs.——				24(*a*) From central bank Rs.——— .			
				24(*b*) From others Rs.———			
11. From sale of goods							
				25. As dividend and bonus to members.			
				26. For stock bought. ..			
As other items:				27. As cost of management			
12(*a*) From Central bank Rs.—				As other items :			
				28(*a*) To central bank Rs.——— .			
12(*b*) From others Rs.———				28(*b*) To others Rs.———			
13. Total receipts of the year				29. Total disbursements of year.			
14. Opening balance ..				30. Closing balance ..			
15. Grand total of receipts ..				31. Grand total of disbursements.			

Certified that the figures above are correct and correspond with the books of the society.

————————————

Supervisor,

Date——————————

——————————*Circle.*

Balance-Sheet P-III

FOR THE YEAR ENDNIG THE 30TH JNUE, 195 .

1. *Name of society*——————*District*——————

Assets	Rs.	a.	p.	Liabilities	Rs.	a.	p.
2. Cash in hand ..				10. Borrowings held from : (a) members Rs.—— (b) non-members Rs.——			
3. Market value of fixed investments : (a) in central bank shares Rs ——. (b) Elsewhere Rs. ——				11. Central bank : (a) of which not matured Rs.——. (b) of which postponed Rs.—— (c) of which overdue Rs.—			
4. Total lendings outstanding with members : (a) of which not matured Rs.——, (b) of which postponed Rs. ——. (c) of which overdue Rs.——.				12. Primary societies .. 13. Government .. 14. Share capital held .. Interest to be paid by society			
5. Lendings outstanding with banks and societies : (a) Central banks Rs.—— (b) primary societies Rs. ——				15. (a) to central bank Rs.—— (i) In arrear Rs.—— (ii) allowed but not owing Rs.——.			
6. Interest to be received by society : (a) overdue Rs. —— Earned but not due. (b) from members having overdue interest Rs.——. (c) from others Rs. ——				(b) to other Rs. —— 16. Cost of management 17. Other items to be paid : (a) to Central bank Rs.—— (b) to others Rs.—— 18. Reserve fund ..			
7. Present value of stock in hand.				19. Other funds ..			
8. Other items to be received : (a) from central bank Rs.——. (b) from others Rs.——				20. Undistributed profits .. 21. Total liabilities .. 22. Profit (+) or loss(—)			
9. GRAND TOTAL ..				23. GRAND TOTAL (21 AND 22)			

Certified that the figures above are correct and correspond with the books of the society.

——————*Supervisor,*

Date——————　　　　——————*Circle.*

Audit certificate

I hereby certify that I have examined the accounts and registers of the——————society for the year ending 30th June, 195 , with the vouchers and have found them correct. Also that balance sheet is a true and correct statement of the capital and liabilities and the property and assets of the society as set forth in such accounts and registers.

Date——————　　　　*Auditor*——————

Profit and loss statement P-IV

FOR THE YEAR ENDING THE 30TH JUNE, 195 .

1. *Name of society*——————————*District*——————

Profit	Rs.	a.	p.	Loss	Rs.	a.	p.
2. Profit (+) or loss (—) brought forward from last year.							
3. Interest earned ..				8. Interest allowed ..			
4. By sale of goods to members.				9. Cost of management incurred.			
5. By the purchase and sale of products of members.				10. Provision made for bad-debts.			
6. Other items				11. Depreciation of stock and buildings.			
				12. Other items ..			
7. Total (items 3 to 6) ..				13. Total (items 8 to 12) ..			
				13A. Profit (+) or loss (—) of the year.			
				14. Net profit (+) or loss (—) (item 2 *plus* 13A).			
15. Amount of item 7 actually received.				16. Amount of item 13 actually disbused.			

Certified that the figures above are correct and correspond with the books of he society.

Date——————————

——————————*Supervisor,*

——————————*Circle.*

Statement of distributable profits, P-V

FOR THE YEAR ENDING ON THE 30TH JUNE, 195 .

1. *Name of society*——————————*District*——————

	Rs.	a.	p.		Rs.	a.	p.
2. Net profit (+) or loss (—)				9. To Reserve Fund ..			
3. Deduct overdue interest ..				10. To dividend at ———per cent. on————shares.			
4. Deduct interest earned but not due from members having overdue interest.				11. To bad debt fund ..			
5. Total amount to be deducted.				12. To charity fund ..			
6. Distributable profit of the year.				13. To building fund ..			
7. Undistributed profits brought forward.				14. To any other fund ..			
8. Total profits available for distribution.				15. To be carried over to next year.			
				16. Total			

Certified that the figures above are correct and correspond with the books of the society.

——————————*Supervisor,*

Date——————————

——————————*Circle.*

CONSOLIDATED OPERATION STATEMENT C. P.-I

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 195 .

Name of Central Bank——————————

Serial number	Name of society	Number of members in society			Working capital of society	Owned capital of society	Rate of dividend paid on shares	Rate of interest		Mention the fact if the society—				Demand and debt of the year				Audit classification of society	Remarks
		Total	Who are cottage industrialists	Who belong to depressed classes				Allowed on borrowings	Earned on lendings	has not started work	has worked over 10 years	gave rebate of interest during year	Works with reduced rate of interest	Demand of shares	Demand of loans from members	Demand of interest on lendings	Debt of interest on borrowings		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

CONSOLIDATED REVENUE STATEMENT C. P.-II

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 195 .

Name of Central Bank———————————

		Receipts																			
			Borrowing taken as					Lending and investments recovered					Income realized								
			Deposit from						Deposit withdrawn from—		Investments withdrawn		As interest				As other items				
Serial number	Name of society	Share received from members	Members	Non-members	Loans from central bank	Deposits from primary societies	Loans from Government	Loans recovered from members	Central bank	Primary societies	From central banks, e.g. shares	From others	From loans to members	From central bank	From other lending	From sale of goods	From central bank	From others	Total receipts of the year	Opening balance	Grand total of receipts
	1	2	3(*a*)	3(*b*)	4	5	6	7	8	9	9A(i)	9A(ii)	10(*a*)	10(*b*)	10(*c*)	11	12(*a*)	12(*b*)	13	14	15

Certified that in all cases :—(1) column 13 = columns 2+3(*a*) + 3(*b*)+4 +5 + 6+7+8+9+9A+(i)+9A(ii)+10 (*a*) + 10 (*b*) + 10 (*c*)+11+12(*a*) + 12(*b*). (2) column 14 = column 30 of last year's revenue statement. (3) column 15 = columns 13+14.

———————————

Signature of Supervisor.

CONSOLIDATED REVENUE STATEMENT, C. P.—II.—(*concluded*)

OF PRIMARY SOCIETIES FOR THE YEAR ENDING 30TH JUNE, 19 .

Name of Central Bank——————

Serial no.	Name of Society	Disbursements																						Serial no.
			Borrowing repaid					Lending and Investment made					Expenses paid											
			Deposits repaid to						Deposits placed in		Investments made		As in interest on borrowings					As other items						
		Shares repaid to members	Members	Non-members	Loans repaid to central bank	Deposits repaid to primary societies	Loans repaid to Government	Loans advanced to members	Central bank	Primary societies	In central bank, e.g. shares	Elsewhere	From central banks	From others	As dividend and bonus to members	For stock bought	As cost of management	To central bank	To others	Total disbursement of the year	Closing balance	Grand total of disbursements	Remarks	
1	1	16	17(*a*)	17(*b*)	18	19	20	21	22	23	23A	23A(ii)	24(*a*)	24(*b*)	25	26	27	28(*a*)	28(*b*)	29	30	31	32	1

Certified that in all cases :—

(4) Column 29=columns 16+17(*a*) +17(*b*) +18+19+20+21+22+23+23A (i) +23A(ii) +24 (*a*) +24 (*b*) + 25+26+27+28(*a*) + 28(*b*).

(5) column 31=columns 29+30 (6) column 15=column 31.

————————
Singature of Supervisor.

CONSOLIDATED BALANCE SHEET C. P.—III

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 19 .

Name of Central Bank——————

Serial no.	Name of society	Assets																
			Market value of fixed investment		Lendings outstanding with members				Lending outstanding with		Interest to be received by society			Present value of stock in hand	Other items to be received		
												Earned but not due					
		Cash in hand	In central bank	Elsewhere	Total	Of which not matured	Of which postponed	Of which overdue	Banks	Societies	Overdue	From members having overdue interest	From others		From central bank	From others	Total assets
	1	2	3(*a*)	3(*b*)	4	4A	4B	4C	5A	5B	6(*a*)	6(*b*)	6(*c*)	7	8(*a*)	8(*b*)	9

Certified that in all cases:—(1) Column 4 = columns 4A + 4B + 4C (2), column 9 = columns 2 + 3 (*a*) + 3(*b*) + 4 + 5A + 5B + 6(*a*) + 6(*b*) + 6(*c*) + 7 + 8(*a*) + 8(*b*).

——————

Signature of Supervisor.

CONSOLIDATED BALANCE SHEET C. P. —III—(*concluded*)

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 19 .

Name of Central Bank—————————

Serial no.	Name of society	Liabilities																			
		Borrowing held from								Share capital held	Interest to be paid by Society			Cost of management to be paid	Other items to be paid		Reserve funds	Other funds	Undistributed profit	Total liabilities	Profit + or loss—
				Central societies							Central Bank		Others								
		Members	Non-members	Total	Of which not matured	Of which postponed	Of which overdue	Primary societies	Government		In arrears	Allowed but not owing			To central bank	To others					
	1	10(*a*)	10(*b*)	11	11A	11B	11C	12	13	14	15(*a*)	15(*b*)	15(*c*)	16	17(*a*)	17(*b*)	18	19	20	21	22

Certified that in all cases :—

(3) Column 11 = columns 11A + 11B + 11C, (4) column 21 = columns 10(*a*) + 10(*b*) + 11 + 12 + 13 + 14 + 15(*a*) + 15(*b*) + 15(*c*) + 16 + 17(*a*) + 17(*b*) + 18 + 19 + 20.

(5) Column 22 = column 9—column 21 and (6) column 2 = column 30 of the revenue statement.

————————————

Signature of Supervisor.

CONSOLIDATED PROFIT AND LOSS STATEMENT C. P. —IV

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 19 .

Name of Central Bank——————————

Serial no.	Name of society	Profit + or loss—brought forward from previous years	Profits of the year					Losses of the year						Profit + or loss— of the year	Net profit + or loss—	Remarks
			Interest earned	Sale of goods to members	Purchase and sale of products of members	Other items	Total	Interest allowed	Cost of management incurred	Provision made for bad assets	Depreciation of stock and buildings	Other items	Total			
	1	2	3	4	5	6	7		9	10	11	12	3	13A	14	15

Certified that in all cases:—
(1) Column 7 = columns 3 + 4 + 5 + 6
(2) Column 13 = columns 8 + 9 + 10 + 11 + 12
(3) Column 13A = column 7—column 13
(4) Column 14 = columns 2 + 13A
(5) Column 14 = column 22 of the balance sheet.

————————————
Signature of Supervisor.

DISTRICT TOTALS OF OPERATION STATEMENTS, DP—I

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 19

Name of District————————

Classification	Number of sceities in the class	Number of memb			Lendings made during the year to		Lendings re-covered during the year from		Lendings outstanding at close of year with			Borrowings taken during the year from			Received by sale of goods to members
		Total	Who are cottage industrialists	Who belong to depressed classes	Individuals	Banks and socie-ties	Individuals	Banks and socie-ties	Individuals	Of which overdue	Banks and socie-ties	Individuals	Central societies	Primary societies	
1	2	3	3A	3B	4	5	6	7	8	9	10	11	12	13	14

Paid for purchase of members products	Paid as costs of man-agement	Share capital held at close of year	Borrowings held at close of year from					Reserve fund	Other funds	Working capital [cols. 17 to 23(A)]	Owned capital	Profit+and loss—for the year	Usual rate at which dividend paid on shares	Usual rate of interest on		Remarks
			Members	Non-members	Central socie-ties	Primary socie-ties	Government							Borrowings	Lendings	
15	16	17	18	19	20	21	22	23	23A		24A	25	26	27		29

Certified that in all cases :—(1) Columns 4, 5, 6, 7, 11, 12, 13, 14, 15, 16 and 17 have been compared with the corresponding columns of the Revenue Statement Abstract and found correct.

(2) Columns 8, 9, 10, 18, 19, 20, 21, 22, 23 and 23A have been compared with the corresponding columns of the Balance Sheet Statement Abstract and found correct.

(3) Column 25 has been compared with the corresponding column of the Profit and Loss Abstract and found correct.

(4) Column 24 = columns 17+18+19+20+21+22+23+23A.

(5) Column 24A = columns 17+23+23A.

———————————

Signature of Inspector.

DISTRICT TOTALS OF REVENUE STATEMENT, DP—II

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 19 .

Name of District ——————

RECEIPTS

Classification	Shares received from members	Borrowings taken as—					Lendings and Investments recovered					Income realized						Total receipts of the year	Opening balance	Grand total of receipts
		Deposits from—		Loans from central bank	Deposits from primary societies	Loans from Government	Loans recovered from members	Deposits withdrawn from		Investments withdrawn		As interest			From sale of goods	As other item				
		Members	Non-members					Central bank	Primary societies	From central bank, e.g. shares	From others	From loans to members	From central bank	From other lendings		From central bank	From others			
1	2	3(*a*)	3(*b*)	4	5	6	7	8	9	9A	9(B)	10(*a*)	10(*b*)	10(*c*)	11	12(*a*)	12(*b*)	13	14	15

DISBURSEMENTS

Shares repaid to members	Borrowings repaid					Lendings and invetments made					Expenses paid							Total disbursements of the year	Closing balance	Grand total of disbursement	Remarks
	Deposits repaid to—		Loans repaid to central bank	Deposits repaid to primary societies	Loans repaid to Government	Loans advanced to members	Deposits placed in—		Investments made		As interest on borrowings from—		As dividend and bonus to members	For stock bought	As costs of management	As other items					
	Members	Non-members					Central bank	Primary societies	In central bank, e.g. shares	Elsewhere	Central bank	Others				To central bank	To others				
16	17(*a*)	17(*b*)	18	19	20	21	22	23	23A	23(B)	24(*a*)	24(*b*)	25	26	27	28(*a*)	28(*b*)	29	30	31	32

Certified that in all cases :—(1) Column 13 = columns $2+3(a)+3(b)+4+5+6+7+8+9+9(A)+9(B)+15(a)+10(b)+10(c)+11+12(a)+12(b)$.

(2) Column 15 = columns $13+14$.

(3) Column 29 = columns $16+17(a)+17(b)+18+19+20+21+22+23+23(A)+23(B)+24(a)+24(b)+25+26+27+28(a)+28(b)$.

(4) Column 31 = columns $29+30$.

(5) Column 15 = column 31.

——————

Signature of Inspector.

DISTRICT TOTALS OF BALANCE SHEET DP—III

OF PRIMARY SOCIETIES FOR THE YEAR ENDNG THE 30TH JUNE, 19 .

Name of district——————————

ASSETS

Classification	Cash in hand	Market value of fixed investment		Lendings outstanding with members				Lendings outstanding with banks and societies	Interest to be received by society			Present value of stock in hand	Other items to be received		Total assets
		In central bank	Elsewhere	Total	Of which not matured	Of which postponed	Of which overdue		Overdue	Earned but not due			From central bank	From others	
										From members having overdue interest	From others				
1	2	3(a)	3(b)	4	4(a)	4(b)	4(c)	5	6(a)	6(b)	6(c)	7	8(a)	8(b)	9

LIABILITIES

Borrowings held from—								Share capital held	Interest to be paid by society to—			Cost of management to be paid	Other items to be paid		Reserve funds	Other funds	Undistributed profits	Total liabilities	Profit + or loss—	Remarks
Members	Non-members	Central societies				Primary societies	Government		Central bank		Others		To central bank	To others						
		Total	Of which not matured	Of which postponed	Of which overdue				In arrears	Allowed but not owing										
10(a)	10(b)	11	11A	11B	11C	12	13	14	15(a)	15(b)	15(c)	16	17(a)	17(b)	18	19	20	21	22	23

Certified that in all cases :—(1) Columns $4(a)+4(b)+4(c)=$ column 4.

(2) Column $9=$ columns $2+3+3(a)+3(b)+4+5+6(a)+6(b)+6(c)+7+8(a)+8(b)$.

(3) Columns $11A+11B+11C=$ column 11.

(4) Column $1=$ columns $21+22$.

(5) Column $21=$ columns $10(a)+10(b)+11+12+13+14+15(a)+15(b)+15(c)+16+17(a)+17(b)+18+19+20$.

Signature of Inspector.

DISTRICT TOTALS OF PROFIT AND LOSS STATEMENTS AND CONDITION OF SOCIETIES, DP—IV

OF PRIMARY SOCIETIES FOR THE YEAR ENDING THE 30TH JUNE, 19 .

Name of district————————

Classification	Profit + or loss—brought forward from previous year	Profits of the year					Losses of the year						Profit + or loss—of the year	Net profit + or loss—	Number of societies which				
		Interest earned	Sale of goods to members	Purchase and sale of products of members	Other items	Total	Interest allowed	Cost of management incurred	Provision made for bad assets	Depreciation of stock and buildings	Other items	Total			Have not commenced work	Have worked for over 10 years	Distributed dividend during the year	Gave rebate of interest during year	Worked with reduced rate of interest
1	2	3	4	5	6	7	8		10	11	12	13	13(*a*)	14	15	16	17	18	19

Number of societies which									Demand and debt of the year				Number of societies whose audit classification is					Remarks
Worked at a loss during the year	Owed more to the bank than what was due to them from members	Had more shares invested in bank than their own share capital	Had more than 50 per cent. of their outstandings overdue	Had about cent. per cent. of their outstandings overdue	Did not finance members during the year	Were not financed by the central bank	Had more than 50 per cent. of borrowings from central bank in arrears	Had interest in arrears to central bank	Demand of shares	Demand of loans from members	Demand of interest on lendings	Debt of interest on borrowings	A	B	C	D	E	
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38

Certified that in all cases :—(1) Column 7 = columns 3 + 4 + 5 + 6.
(2) Column 13 = columns 8 + 9 + 10 + 11 + 12.
(3) Column 7 = columns 13 + 13(*a*).
(4) Column 14 = columns 2 + 13(*a*).

————————
Signature of Inspector.

Instructions for the submission of the annual returns of primary societies

Immediately after the close of the co-operative year, each supervisor must see to the correct preparation of the working statement (form W. P.) for every society in his circle. With its aid he must prepare or get prepared by the secretary of each society correct annual returns consisting of (1) the operation statement (form P-I), (2) the revenue statement (form P-II), (3) the balance-sheet (form P-III), and (4) the profit and loss statement (form P-IV). Thereafter he must consolidate them for all the societies in his circle on the prescribed forms (CP-I, II, III and IV).

In consolidation, the supervisor must first enter the names of all the agricultural credit societies working on a basis of unlimited liability and work out their totals. Thereafter he must enter the names of all other societies in his circle, stating against each whether it is (1) agricultural or non-agricultural, (2) of limited or of unlimited liability, and (3) a credit society or for Purchase and Sale or for Production or for Production and Sale or for some other form, and, if so, what. If there is more than one society of any one kind he must give the total of that kind also. Lastly he must give in each statement the grand totals for his circle and enter below these grand totals in red ink, the corresponding grand totals of the previous year.

These consolidation statements must be prepared in duplicate, one copy sent to the circle officer and the other to the bank so as to reach them by August 10 in each year.

The central bank will tabulate the figures received from the supervisors on a separate consolidation form. Each of the statements will be tabulated under the 20 heads mentioned in the enclosure and under each head will be entered the figures for each supervisor's circle and the total under that head for all the supervisors worked out. If there is no society under a particular head, that head need not be entered in the tabulation form; if only one supervisor has societies under any head, no separate totals for that head are required. At the foot of the page, the grand totals for the bank should also be given for each statement.

The central bank will at the same time see that the figures in its own annual returns correspond with those given by the societies in their consolidated statements. With a view to facilitate checking, statements for cross checks have been prescribed and full details and explanations should be given in them of all cases of difference.

The bankwise totals of the consolidated statements and the cross checks must be prepared in duplicate; one copy must be kept by the bank itself and the other sent to the circle officer so as to reach him by August 20.

The circle officer will have the annual returns of isolated societies (i.e. those which are not in the charge of any supervisor or not affiliated to any bank) prepared in forms P-I, II, III and IV and see that they reach him by August 20.

The circle officer will then compile the district total statements in forms DP-II, III and IV and prepare therefrom the district totals

of the operations statements in form DP-I, by entering therein in the proper column the totals or grand totals already worked out in the district totals of the revenue statements or balance-sheets of profit and loss statements (forms DP-II, III and IV) as the case may be.

In preparing these district total statements, the circle officer must remember that : (1) the entries in column 1 would be in accordance with the 20 heads mentioned in the enclosure, (2) in forms DP-II, III and IV, the figures for each bank in the inspector's circle and for isolated societies in his charge will be entered under each head and the total for that head worked out and entered, (3) if there is no society under a particular head, that head need not be entered in column 1, (4) if there is only one entry under any head, it is not necessary to enter again the total for that head, (5) annas and pies must be omitted and the figures given to the nearest rupee, (6) the figures must be correctly brought over from the consolidation statements and (7) the various totals and cross totals must be tallied and the certificate at the foot of each of the statements signed and dated.

The circle officer must then submit to the head office (1) one copy of each of these district total statements, (2) the copy of the annual returns of isolated societies received from them, (3) the consolidated statements received from supervisors, (4) the bankwise totals received from banks, and (5) the cross check statements received from banks. He must satisfy himself that the explanations given in the cross check statements are correct and give supplementary notes or remarks where necessary. He must also see that every society is placed under its proper head and there is no misclassification. All these statements must be sent so as to reach the head office by August 31.

ENCLOSURE —

Agricultural Credit ..	.. Limited.
,, ,, ..	.. Unlimited.
,, Purchase and Sale ..	.. Limited.
,, ,, ,,	.. Unlimited.
,, Production ..	.. Limited.
,, ,, ..	.. Unlimited.
,, Production and Sale	.. Limited.
,, ,, ,, ..	.. Unlimited.
,, Other Forms ..	.. Limited.
,, ,, ,, ..	.. Unlimited.
Non-Agricultural Credit ..	.. Limited.
,, ,, ..	.. Unlimited.
,, Purchase and Sale	.. Limited.
,, ,, ,,	.. Unlimited.
,, Production	.. Limited.
,, ,, ..	.. Unlimited.
,, Production and Sale	.. Limited
,, ,, ,,	.. Unlimited.
,, Other Forms	.. Limited.
,, ,, ..	.. Unlimited.

Statements prescribed by the Government of India

The Government of India has prescribed certain statements. Some of these have been altered to suit the departmental needs. In the departmental report these statements are suitably altered so as to agree with the statements prescribed by the Government of India.

Government of India statement A corresponds with statement C A—I.

,,	,,	B	,,	,,	D P—I(Agrl.).
,,	,,	C	,,	,,	D P—I(Non-Agrl.).
,,	,,	D as on page 236			
,,	,,	E ,, 227			
,,	,,	F ,, 227			
,,	,,	G corresponds with statement			C A—II.
,,	,,	H	,,	,,	C A—III.
,,	,,	I	,,	,,	C A—IV.

STATEMENT D

Operation of unions

District	Number of unions	Number of societies affiliated to unions in column 2	Total number of individual members in societies affiliated	Total working capital of affiliated societies	Expenditure in year	Percentage of column 6 on column 5 (one place of decimal)	Number of supervising staff maintained by union	Remarks
1	2	3	4	5	6	7	8	9

STATEMENT E

Operations of insurance societies (class V)

Classification	Amount of risk insured	Premia collected	Supplementary contributions collected	Number of animals*		Claims paid	Cost of management	Funds in hand at end of year	Amount of risk re-insured	Amount of premia paid for re-insurance	Remarks
				Insured	Lost						
1	2	3	4	5	6	7	8	9	10	11	12

*The headings of these two columns should be suitably altered in the case of insurance other than cattle insurance.

STATEMENT F

Operations of central re-insurance societies

Classification and name	Number of affiliated societies	Proportion of risk of affiliated societies re-insured	Amount of risk re-insured	Premia collected	Number of animals* covered by affiliated societies		Claims paid to affiliated societies	Cost of management	Funds in hand at end of year		Government subscriptions loans, etc.	Remarks
					Insured	Lost			General Fund	Reserve Fund		
1	2	3	4	5	6	7	8	9	10	11	12	13

*The headings of these two columns should be altered as necessary in the case of insurance other than cattle insurance.

FORM L-I

Working statement of———— *liquidated society of*———— *District for the year* 19

Serial no.	Name of members	Cost of liquidation			Interest			Principal		Shares			Nature of collection						Estimated bad assets	Deposits			Other accounts						Remarks
																							Receipts			Payments			
		Fresh demand	Received	Balance to be received	Fresh demand	Received	Balance to be received	Received	Balance to be received	Received	Repaid	Share capital held	In cash through Collector	In cash through Civil Court	In cash otherwise	By adjustment	By being written of	Approximate amount pending with Collector for recovery	Estimated bad assets	Received	Repaid	Balance held	Fresh demand	Received	Balance to be received	Fresh debt	Paid	Balance to be paid	Remarks
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Certified—(1) That the figures in the statement above are correct and that they correspond with the books of the Society.
(2) That the total of columns 3, 6, 8 and 10 is equal to the total of columns 13 to 17.

———————
Liquidator.

FORM L-II

Revenue statement of liquidated societies of————————— *District for the year ending 30th June, 19* .

Serial no.	Name of Society	Receipts																Disbursements														Remarks	Serial no.
												Received from members during the year																Paid to central bank during the year					
		Shares received from members	Borrowings taken	Lendings recovered	Investments withdrawn	Interest realized	Cost of liquidation realized	Other items realized	Total receipts of the year	Opening balance	Grand total of receipt	Total	In cash through Collector	In cash through Civil Court	In cash otherwise	By adjustment	By writing off	Share repaid to members	Borrowings repaid	Loans advanced	Investments made	Interest paid	Paid to liquidator's current account from cost of liquidation realized	Other items paid	Total disbursements of the year	Closing balance	Grand total of disbursements	Total	By ca h	By being adjusted	By being written off		
	1	2	3	4—9	9A	10	10A	11 & 12	13	14	15	15A	15 B	15 C	15 D	15 E	15 F	16	17	18—23	23A	24	24 A	25—28	29	30	31	31A	31 B	31 C	31 D	32	

Certified that the figures in the statement above are correct and that they correspond with the books of the societies.

————————
Liquidator,

FORM L-III

Balance-sheets of liquidated societies of——————*District as on 30th June, 19* .

		Assets												Liabilities												
				Lendings outstanding against										Borrowings held from—												
Serial no.	Name of society	Cash in hand	Market value of investments	Members	Others	Interest to be received	Value of stock in hand	Cost of liquidation to be realized	Other items to be realized	Total assets	Assets to be received fro n members	Approximate assets pending with Collector for realization	Estimated bad assets	Individuals, primary societies and Government	Central Bank	Share capital of members held	Interest to be paid	Cost of liquidation to be paid	Other liabilities to be paid	Reserve and other funds	Total liabilities	Liabilities excluding owned capital	Liabilities to be paid to central bank	Profit + Loss—	Remarks	Serial no.
	1	2	3	4	5	6	7	7A	8	9	9A	9B	9C	10, 11 & 12	13	14	15	16	17	18—20	21	21 A	21 B	22	23	

Certified that the figures in the statement above are correct and that they correspond with the books of the societies.

Liquidator.

Instructions for the submission of annual returns of Liquidated societies

1. The liquidator shall prepare for each liquidated society a working statement on form L-I from the ledger. This statement shall be used in the preparation of the Revenue Statement and Balance Sheet in forms L-II and L-III and need not be submitted to Registrar.

2. No separate Revenue Statements or Balance Sheets need be prepared for liquidated societies other than the consolidated statements in forms L-II and L-III.

3. Societies will be taken as liquidated from the date of the order and not from the date of receipt of the order ; and the prescribed statements should be prepared for all societies liquidated on or before June 30, although the orders of liquidation may not have been received by the liquidators till after the close of the year.

4. The revenue statements of societies in which liquidation proceeding sare pending at the close of the year should be consolidated first and after that the revenue statements of societies whose proceedings are finally closed during the year should be consolidated. Only one form may be used for consolidating the revenue statements of both classes of liquidated societies and separate forms should not be used.

5. In the revenue statements of societies liquidated during the year only those transactions should be included that have taken place since liquidation and not prior to it.

Suppose a society is liquidated on November 29, 1931, then in preparing the revenue statement of this liquidated society for the year 1931-32 receipts and disbursements from July 1, 1931 to November 28, 1931, would be left out of account and only the transactions which took place between November 29, 1931 and June 30, 1932, would be mentioned.

6. Form L-III should only be prepared in the case of societies whose liquidation proceedings are pending at the close of the year and not for those whose liquidation proceedings were finally closed during the year.

7. Districtwise totals of statements L-II and L-III should be worked out to the nearest rupee and naya piasa being left out.

8. A liquidated society should not be taken as finally closed until and unless its final closing report has been approved of by the Registrar. The date on which the report has been approved will be taken as the date of the final closing of the society.

9. The liquidation clerk in the head office shall send to each liquidator inspector by July 15, a list of societies in which liquidation proceedings were finally closed during the year ; it should be the duty of the liquidator to check these lists, and if he finds any discrepancy, he shall forthwith try to reconcile it by writing to head office about it.

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O. A. R. 1—*Number of socieites*

District	Number of central societies								Primary agricultural societies											
	Credit				Non-credit				Credit				Non-credit				Total			
	On 30-6	Registered in 193 -3	Liquidated in 193 -3	Total on 30-6	On 30-6	Registered in 193 -3	Liquidated in 193 -3	Total on 30-6	On 30-6	Registered in 193 -3	Liquidated in 193 -3	Total on 30-6	On 30-6	Registered in	Liquidated in	Total on 30-6	On 30-6	Registered in 193 -3	Liquidated in 193 -3	Total on 30-6

Primary non-agricultural societies												Total			
Credit limited				Credit unlimited				Non-credit							
On 30-6	Registered in 193 -3	Liquidated in 193 -3	Total on 30-6	On 30-6	Registered in 193 -3	Liquidated in 193 -3	Total on 30-6	On 30-6	Registered in 193 .3	Liquidated in 193 -3	Total on 30-6	On 30-6	Registered in 193 -3	Liquidated in 193 -3	Total on 30-6

19-19 .

O. A. R. 2—*Agricultural Primary Societies*

District	Credit limited		Purchase and sale limited		Production and sale limited		Production and sale unlimited		Other forms of societies								Remarks			
	Number of societies	Number of members	Number of societies	Number of members	Number of societies	Number of members	Number of societies	Number of members	Consolidation of holdings	Irrigation	Better Farming	Better Living	Rural Reconstruction	Adult School	Sugarcane supply	Rab making	Thrift	Tube-well	Bund	Number of members
	1	2	1	2	1	2	1	2	1	2	3	4	5	6	7	8	9	10	11	12

19-19 .

O. A. R. 3—*Non-agricultural Primary Societies*

District	Credit limited			Credit unlimited							Purchase and sale		Production and sale limited		Production and sale unlimited		Other forms									
	Employees	Others	Membership	Weavers	Leather workers	Other manufacturers	Employees	Traders	Others	Membership	Number	Membership	Number	Membership	Number	Membership	Housing	Thrift	Better living	Physical culture	Adult schools	Membership	Mutual benefit class V	Stores	Potters	Membership

19-19 .

O. A. R. 4—*Condition of Primary Societies*

——	Number	Membership	Average per society
1. Agricultural societies			
2. Non-agricultural societies			
3. Total ..			
4. Number of members of depressed class in (1) above.			
5. Ditto ditto (2) above.			
6. Ditto ditto (3) above.			
Percentage of 4 over 1 above			
Ditto 5 do. 2 do.			
Ditto 6 do. 3 do.			

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O. A. R. 5—*Financial condition of*—

(*a*) Agricultural primary credit societies
(*b*) Non-agricultural ditto (Unlimited).
(*c*) Ditto ditto (Limited).

Reference D. P. statements	——	Last year	This year
	Shares		
IV—29 ..	Demand of shares		
II—2 ..	Shares recovered from members during the year.		
II—16 ..	Shares repaid to members during the year ..		
III—14 ..	Shares held from members at the close of the year.		
II—23(*a*) ..	Share money paid to the C. B. during the year.		
III—3(*a*) ..	Share money held in C. B. at the close of the year.		
	Borrowings		
II—3(*a*) ..	Deposits received from members during the year.		
II—17(*a*) ..	Deposits repaid to members during the year.		
III—10(*a*) ..	Deposits held from members at the close of the year.		
II—3(*b*) ..	Deposits received from non-members during the year.		
II—17 (*b*) ..	Deposits repaid to non-members during the year.		
III—10(*b*) ..	Deposits held from non-members at the close of the year.		
II—5 ..	Deposits received from societies during the year.		
II—19 ..	Deposits repaid to societies during the year		
III—12 ..	Deposits held from societies at the close of the year.		
II—4 ..	Loans received from C. B. during the year		
II—18 ..	Loans repaid to C. B. during the year ..		
III—11 ..	Loans held from C. B. at the close of the year.		
III—11(*a*) ..	Loans in arrears to C. B. at the close of the year.		

Reference D. P. statement	——	Last year	This year
IV—32 ..	Interest, debt of the year		
II—24 (a) and (b).	Interest paid during the year		
III—15(a) 15(b) plus 15(c).	Interest to be paid at the close of the year		
III—15(a) ..	Interest, in arrears of the amount to be paid at the close of the year.		
	Lendings		
II—23 ..	Deposits placed in societies during the year		
II—9 ..	Deposits withdrawn from societies during the year.		
II—22 ..	Deposits placed in C. B. during the year ..		
II—8 ..	Deposits withdrawn from C. B. during the year.		
III—5 ..	Deposits outstanding with C. B. at the close of year.		
	Deposits outstanding with societies at the close of year.		
II—21 ..	Loans advanced to members during the year		
IV—30 ..	Loans recoverable from members during the year (demand).		
IV—30 plus 4(c) of D.P. (iii) of last year.	Total recoverable from members during the year (demand plus overdue of last year).		
II—7 ..	Loans recovered from members during the year.		
III—4 ..	Loans outstanding with members at the close of the year.		
III—4 (c) ..	Loans overdue from members at the close of the year.		
III—4 (b) ..	Loans postponed with members at the close of the year.		
IV—3 ..	Interest earned during the year ..		
IV—31 ..	Interest recoverable (demand) year ..		
IV—31 plus 6(a) of D. P. (iii) of last year.	Interest total recoverable (demand plus overdue of last year).		
II—10 (a) (b) (c)	Interest received during the year ..		
III—6 (a) (b) (c)	Interest to be received at the close of the year.		
III—6 (a) ..	Interest overdue at the close of the year ..		

Reference D. P. statement	——	Last year	This year
	Lendings—(concld.)		
III—6(b) and (c).	Interest earned but not due		
	Other items		
II—26 ..	Stock bought during the year		
II—11 ..	Stock sold during the year		
III—7 ..	Stock in hand at the close of the year ..		
II—27 ..	Cost of management paid during the year ..		
III—16 ..	Cost of management to be paid at close of the year.		
II—28(a) and (b)	Miscellaneous amounts paid during the year		
III—17 (a) and (b).	Miscellaneous amounts to be paid at the close of the year.		
II—12(a) and (b).	Miscellaneous amounts received during the year.		
III—8 (a) and (b).	Miscellaneous amounts to be received during the year.		
III—2 ..	Cash in hand at close of year		
III—18 ..	Reserve fund at close of year		
I—24-A	Owned capital at the close of the year ..		
I—24 ..	Working capital at the close of the year ..		
IV—13(a) ..	Profits made (during the year)		
III—22 ..	Net profits of the year		
IV—13(a) ..	Losses incurred during the year		
III—22 ..	Net loss of the year		
II—25 ..	Dividends and bonus distributed during the year.		

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O. A. R. 6—*Financial Condition of Central Credit Societies*

Reference C. A. statement	——	Last year	This year
	No. of central banks		
	No. of central banking unions		
	No. of organization funds		
I—2 ..	No. of preference shareholders in banks ..		
IV—14 ..	No. of banks which show working at a loss ..		
III—6(*a*) and (*b*) (*i*) exceeds IV —14.	No. of banks which would show a loss if overdue interest is excluded.		
IV—14 II—25	No. of banks which could not distribute dividends.		
II—24 plus 27 exceeds 10	No. of banks in which disbursements on interest and establishment exceeds receipts from interest.		
IV—13 minus 12 exceeds 7—6	No. of banks in which gross loss exceeds gross profit (excluding "other items" on both sides).		
IV—14 ..	Net profit made (during the year) ..		
IV—13-A ..	Net profit of the year		
IV—14 ..	Losses incurred (during the year) ..		
IV—13-A ..	Losses of the year		
IV—25-A ..	Dividends distributed during the year ..		
I—26 ..	Working capital		
III—14 plus 18 plus 19	Owned capital		
III—18 ..	Reserve fund held at the close of the year ..		
III—19 ..	Other funds held at the close of the year ..		
III—2 ..	Cash in hand held at the close of the year ..		
III—3 ..	Fixed investments held at the close of the year		
III—3(*a*) of-A—III	Fluid investments at the close of the year ..		
II—2 ..	Shares received during the year ..		
II—16 ..	Shares repaid during the year		
III—14 ..	Shares held at the close of the year ..		
III—14(*b*) ..	Shares held from preference shareholders ..		

Reference C. A. statement	——	Last year	This year
II—3 ..	Deposits received from individuals during the year.		
II—17 ..	Deposits repaid to individuals during the year		
III—10 ..	Deposits held from individuals at the close of the year.		
II—5 ..	Deposits received from societies during the year.		
II—19 ..	Deposits repaid to societies during the year ..		
III—12 ..	Deposits held from societies at the close of the year.		
II—4 ..	Borrowings taken from C. B. during the year ..		
II—18 ..	Borrowings repaid to C. B. during the year ..		
III—11 ..	Borrowings held from C. B. at the close of the year.		
IV—8 ..	Interest allowed by the banks for the year		
II—24 ..	Interest paid by the Banks during the year ..		
III—15 ..	Interest due for payment by bank at the close of the year.		
II—22 ..	Loans advanced to C. B. during the year ..		
II—8 ..	Loans repaid by C. B. during the year ..		
III—5-A ..	Loans outstanding against other C. B. at the close of the year.		
II—23 ..	Loans advanced to societies during the year		
IV—18 plus 5-B (i) III (of last year.)	Loans repayable by societies (demand plus overdue of last year).		
II—9 ..	Loans repaid by societies		
III—5B ..	Loans outstanding with societies at the close of the year.		
III—5B (i) ..	Loans overdue from societies at the close of the year.		
III—5 B(i) plus 5B(ii).	Loans overdue and postponed from societies at the close of the year.		
	Loans outstanding with working societies only.		
	Loans overdue from working societies only ..		
	Loans overdue and postponed from working societies only.		

Reference C.A. statement	——	Last year	This year
IV—3 ..	Interest earned during the year—total ..		
IV—3 (*b*) ..	Interest earned during year from working societies.		
IV—3(*a*) ..	Interest earned during the year from liquidated societies.		
IV—3 (*c*) ..	Interest earned during the year from central banks and other investments.		
II—10 ..	Interest received during the year ..		
III—6(*a*) ..	Interest overdue at the close of the year ..		
	Interest overdue from working societies ..		
	Interest overdue from liquidated societies ..		
	Interest overdue from others		
III—6(*b*) ..	Interest accrued—earned but not due from societies having overdue interest.		
II—26 ..	Stock bought during the year		
II—11 ..	Stock sold during the year		
III—7 ..	Stock in hand at the close of the year ..		
II—27 ..	Cost of management paid during the year ..		
III—16 ..	Cost of management to be paid at the close of the year.		
II—28 ..	Miscellaneous amount paid during the year ..		
III—17 ..	Miscellaneous amount to be paid at the close ofthe year.		
II—12 ..	Miscellaneous amount received during the year.		
III—8 ..	Miscellaneous amount to be received at the close of the year.		

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O. A. R. 7—*For Non-Provincialized Banks only*

—	Last year	This year
Loan advanced to societies during the year		
,, recoverable from societies during the year (demand plus overdue of last year).		
Loan recovered from societies during the year		
,, outstanding with societies at the close of the year ..		
,, overdue from ditto ditto ..		
,, ,, and postponed amount from societies at close of the year.		
Loans outstanding with working societies only		
,, overdue from ditto		
,, ,, and postponed amount from working societies only		
Interest earned during year—Total		
Ditto ditto from working societies ..		
Ditto ditto liquidated societies ..		
Ditto ditto central banks from other investment.		
Interest received during the year		
,, overdue at the close of the year		
,, ,, from working societies		
,, ,, ,, liquidated societies		
,, ,, ,, other sources		
,, accrued—earned but not due from societies having overdue interest.		

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O. A. R. 8—*Progress of Liquidation Proceedings*

District	Number of societies pending on 30-6				Number of societies liquidated during the year 195 -5				Number of societies finally closed during 195 -5				Number of societies pending on 30-6			
	Total	Agricultural	Non-agricultural	Central	Agricultural	Non-agricultural	Central	Total	Agricultural	Non-agricultural	Central	Total	Agricultural	Non-agricultural	Central	Total

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O. A. R. 9—*Account of the Provincial Rural Improvement Fund*

Head	Total amount at credit of the fund at the beginning of the year	Receipts			Disbursements		Total amount at credit of fund at the close of the year	Remarks
		New amounts credited during the year	Interest credited on items 2 and 3	Recoveries from loans advanced	Loans advanced	Grants disbursed		
1	2	3	4	5			8	

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O. A. R. 10—*Account of the Rural Improvement Fund*

Name of Bank	Total amount at credit of the fund at the beginning of the year, i.e. on 1st July 19	Receipts				Total receipts	Disbursement			Total disbursements	Total amount at credit of the fund at the close of the year on 30th June, 195	Remarks
		Fresh amount credited during the year	Interest credited regarding items in columns 2 and 3	Recoveries from loan advanced			Loan advanced	Grant disbursed	Amount actually returned to Registrar			
				Principal	Interest							
1	2	3	4	5	6	7	8		10	11	12	13

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O. A. R. 11—*Strength of Government Staff*

Designation	Grade	Number	Remarks
Registrar			
Deputy Registrar			
Second Deputy Registrar ..			
Assistant Registrars			
Special Inspectors			
Lady Inspector			
Ordinary Inspectors			
Clerks			
Head Office and Assistant Registrar's Office, Lucknow.			
Six Assistant Registrar's Offices ..			
Stenographers			

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O. A. R. 12—*Touring of Gazetted Officers*

Name of officer	Number of tour days in the month of—												Total number of tour days in the year	Number of months in which touring was made	Number of tour days in tents	Average number of tour days
	July	August	September	October	November	December	January	February	March	April	May	June				

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O. A. R. 13—*Touring of Inspectors*

Namer of inspector	Number of tour days in the month of—												Total number of tour days in the year	Number of months in which touring was done	Average number of tour days	Remarks
	July	August	September	October	November	December	January	February	March	April	May	June				

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O. A. R. 14—(*Financial year*)

Expenditure	Grants	Actuals
1. Pay of officers		
2. Pay of establishment		
Pay of temporary kurk amins		
3. Allowances and honoraria		
4. Supplies and services		
5. Contingencies		
6. Contribution to the Provincial Committee for the provincialization of the supervising staff of Central Banks.		
7. Grant for the U. P. Co-operative Union for the supervision of non-credit societies, industrial societies, land mortgage societies, and consolidation of holdings.		
8. Grant-in-aid for disbursement to the U. P. Cane Supply Societies and to the Union as the case may be to meet the actual expenditure incurred by them on staff engaged for the work of co-operative cane supply during 19 -19.		
Audit charges		
1. Pay of auditors		
Pay of peons		
Total pay ..		
2. Travelling allowances		
3. Contingent allowances		
Total expenditure ..		
Receipt from audit fee		
Share of Joint Stock		

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STATEMENT A. R. 1—*Special work done by honorary workers*

Serial no.	Name	Designation	Particulars

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STATEMENT A. R. 2—*Touring and inspection by inspectors*

Serial no.	Assistant Registrar's charge	Number of days on tour	Touring			Inspections				Review of audit notes						Remarks
			Number of nights passed in villages	Number of nights passed in villages without supervisor	How many times stayed away from the headquarters for more than 7 days at a stretch	Number of general meetings attended	Number of inspections of societies	Number of liquidated societies visited	Number of societies re-audited	Number reviewed	Number of pending review	Date of oldest case pending review	Pending compliance with supervisors	Pending compliance with banks	Date of oldest pending compliance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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STATEMENT A. R. 3—*Audit and audit classification*

Serial no.	Assistant Registrar's charge	Number of societies on 30th June last		Number of societies audited		Number of societies which did not require audit by the auditor	Audit classification regarding credit societies only					Number of societies that remained unaudited at the close of the year		Number of societies that remained unaudited for 2 years at close of the year		Remarks
		Primary societies	Liquidation societies	Primary societies	Liquidated societies		A	B	C	D	E	Primary societies	Liquidated societies	Primary societies	Liquidated societies	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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STATEMENT A. R. 4—*Re-organization of primary societies*

Seial no.	Assistant Registrar's charge	Pending inquiry under section 35 at the beginning of the year	Ordered for inquiry under section 35 during the year	Re-organized	Expected to be re-organized	Recommended for liquidation	Pending inquiry	Date of oldest pending order	Remarks
1	2	3	4	5	6	7	8	9	10

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STATEMENT A. R. 5—*Disposal of arbitration cases*

Serial no.	Assistant Registrar's charge	Cases pending at the beginning of the year.	Number of cases instituted during the year					Total number of cases to be decided	Number of cases disposed of by					Pending at the close of the year	Pending for over three months	Date of oldest pendig cases	Appeals disposed of								Remarks
			Societies against societies	Societies against individuals	Individuals against individuals	Individuals against societies	Total		Honorary workers	Bank staff	Departmental staff	Dropped	Total				Pending at the beginning of the year	Filed during the year	Dismissed	Modified or remanded	Allowed	Pending	Date of oldest pending appeal	Number or revision by A. R. on his own motion	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

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STATEMENT A. R. 6-A—*Arbitration awards in general*

Serial no.	Assistant Registrar's charge	Amount involved in arbitration awards							Number of awards						Date of the oldest award pending recovery at the close of the year	Remarks
		To be recovered at the beginning of the year	Obtained during the year	Interest and other fresh demand of the year	Collections made during the year	Written off as irrecoverable	Excluded on account of societies being liquidated	To be recovered at the close of the year	Remained unsatisfied at the beginning of the year	Obtained during the year	Fully satisfied during the year	Excluded on account of societies being liquidated	Unsatisfied at the close of the year	Pending recovery at the close of the year for more than 2 years		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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STATEMENT A. R. 6-B—*Arbitration awards with Collectors*

Serial no.	Assistant Registrar's charge	Amounts involved in awards								Number of awards							Date of oldest requisition to collectors pending recovery at the close of the year	Remarks
		To be recovered at the beginning of the year	Referred to Collector during the year	Interest and other fresh demand of the year	Collections made during the year	Written off as irrecoverable	Written off on account of societies being liquidated	Withdrawn from collectors	To be recovered at the close of the year	Unsatisfied at the beginning of the year	Referred to Collectors during the year	Fully satisfied during the year	Excluded on account of societies being liquidated	Unsatisfied at the close of the year	Withdrawn during the year from Collector	Pending recovery at the close of the year for more than 3 years		
1	2	3	4	5	6	7	8	8(a)	9	10	11	12	13	14	14(a)	15	16	17

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STATEMENT A. R. 7—*Regarding embezzlement cases*

Serial no.	Assistant Registrar's charge	Number of embezzlement cases detected	Amount involved	Amount recovered out of that embezzled	Nature of persons					Number of cases taken to court	Result in court					Remarks
					Supervisors	Group secretaries	Sarpanch, or member secretary or treasurer of the Society	Bank Assistant or Treasurer	Others		Imprisoned	Fined	Warned	Acquitted	Pending	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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STATEMENT A. R. 8—*Group conferences*

Serial no.	Assistant Registrar's charge	Amount allotted for propaganda	Amount actually spent			Amount not utilized hence refunded	Number of group conferences held	Number of societies represented in these conferences	Approximate number of members attended these conferences	Remarks
			On group conference	On medicine	On other propaganda					
1	2	3	4	5	6	7	8	9	10	11

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STATEMENT A. R. 9—*Secretaries of primary societies*

Serial no.	Assistant Registrar's charge	Number of societies with						Number of members or local secretaries		Remarks
		Inspectors	Group secretaries	Supervisors	Members secretaries with remuneration	Teacher secretaries	Other local secretaries	Requiring help	Working independently	
1	2	3	4	5	6	7	8	9	10	11

19 -19 .

STATEMENT A. R. 10—*Agricultural improvements*

Serial no.	Assistant Registrar's charge	Number of societies which enforced better forming by resolution on members	Number of cases of the breach of resolution	Amount of fine inflicted	Total area in acres under		Area in acres or members under improvement			Area of members cultivated with improved implements	Area in which chemical manure is used	Number of improved implements in use				Improved appliances for irrigation in use	Number of wells bored	Number of new wells constructed other than seasonal	Number of 2-roller sugar mills in use	Remarks
					Wheat	Sugarcane	Wheat	Sugercane	Other seeds			Meston plough	Chaff-cutters	Three-roller sugar mill	Other implements					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

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STATEMENT A. R. 11—*Sanitary improvements*

Serial no.	Assistant Registrar's charge	Number of societies in which village aid scheme has been fully introduced	Number of first aiders trained	Number of villages in which		Number of dais working in accordance with the sanitary instructions	Number of dispensaries opened during the year	Total number of dispensaries	Number of persons treated at these dispensaries	Number of wells provided with sanitary parapets	Number of wells disinfected or closed	Number of children of members who are unvaccinated	Number of members and dependents vaccinated during the year	Number of members and dependants in accounted for		Remarks
				Vital statistics are maintained	All villages keep manure in pits outside abadi									Plague	Cholera	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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STATEMENT A. R. 12—*Curtaiyment of expenses on ceremonies*

Serial no.	Assistant Registrar's charge	Number of societies which enforce thrift	Number of societies which enforce curtailment of cere.uonial expenses	Number of societies in which fines inflicted for non-compliance	Amount of such fines	Number of ceremonies in which expenses by members were restricted	Amount of savings effected by such curtailment of expenses	Number of societies who voluntarily practise thrift	Amount of money so saved by them	Number of members who keep improved poultry	Number of improved cockrels kept	Number of improved chikens owned	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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STATEMENT A. R. 13—*Physical culture and education*

Serial no.	Assistant Registrar's charge	Number of members trained as scouts	Number of physical culture clubs in societies	Number of sons of members of school-going age who do not go to school	Number of sons of members of school-going age who go to preparatory schools	Number of sons of members of school-going age who go to primary schools	Number of sons of members of school-going age who have read up to the IV standard	Number of girls related to members attending schools	Number of adult women related to members who can read and write	Remarks
1	2	3	4	5	6	7	8	9	10	11

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STATEMENT A. R. 14—*Adult education*

Serial no.	Assistant Registrar's charge	Number of schools for adults	Enrolments	Average attendance during the year	Number of students enrolled who can read and write up to		Has learnt Arithmetic up to		Has imbibed general knowledge up to		Number of literates who can join a reading club	Remarks
					The primary standard	The secondary standard	The primary standard	The preparatory standard	Middle standard	Primary standard		
1	2	3	4	5	6	7	8	9	10	11	12	13

STATISTICS REGARDING CO-OPERATIVE BANKS TO BE INCORPORATED IN THE ANNUAL STATISTICAL TABLES RELATING TO BANKS IN INDIA

TABLE A.—*Showing capital, reserve, deposits, loans and cash of the Indian Co-operative Banks during the past five years*

For Banks having capital and reserve over Rs. 1 lakh and less than Rs. 5 lakhs.

Number	Name of bank	Year	Capital and reserve				Deposits and loans from—					Loans due by—			Cash in hand and bank
			Paid up share capital	Reserve Fund under section 33 of Act II of 1912	Other funds	Total	Non-members and members in an individual capacity	Provincial and Central Banks	Societies	Government	Total received	Members individual	Banks and societies	Total outstanding	
			Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)

TABLE B.—*Showing the number, capital, reserve, deposits and loans received, loans outstanding and cash balances of principal co-operative banks at the end of the provincial co-operative years*

For Banks with capital and reserve overs. Rs.1 lakh and less thans. Rs.5 lakhs.

Number of banks	Year	Capital	Reserve	Total	Deposits and loans received	Loans outstanding	Cash balances
		Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)	Rs. (1,000)

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